



Blairgowrie Tennis Club

Safe Recruitment Policy

Introduction

The Club strives to ensure that all children (anyone under 18) and vulnerable adults are safe and have fun while taking part in sport. For this purpose, we use safe recruitment practices, including:

- criminal records checks (CRCs) for individuals whose roles make them eligible by virtue of their role meeting the current definition of regulated activity
- references – these should include a reference from a recent, previous employer/club where they have worked with children/young people
- role description – providing clear details about the boundaries and responsibilities of their role
- Policies including codes of conduct – a list of agreed behaviours and recommendations that individuals sign up to annually that clarifies the standards of behaviour expected of coaches/volunteers
- Induction sessions for all to reinforce the importance of safeguarding, diversity and inclusion
- More details about safe recruitment practices are available on the LTA Website.
 - <https://www.lta.org.uk/about-us/safeguarding-protection/criminal-record-checks/>
 - <https://www.lta.org.uk/about-us/safeguarding-protection/>
 - https://helpcentre.lta.org.uk/help/s/lta-help-centre?category=Criminal_Record_Checks#_ga=2.2750384.1495837605.1606785921-662884134.1606429968

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Criminal Records Checks (CRCs)

Criminal record checks are part of a safe and inclusive recruitment process for those who will be working with children and/or vulnerable adults. The PVG (Protecting Vulnerable Groups) scheme was introduced by the Scottish Government in 2011 and is managed by Disclosure Scotland. Disclosure Scotland's responsibilities include taking decisions on who should be barred from working with vulnerable groups. **Scottish legislation determines that organisations should only PVG check an individual who is engaged in regulated work.** The scheme helps to ensure that those who have regular contact with children and protected adults, through paid and unpaid work, do not have a known history of harmful behaviour. CRCs should be used alongside interviewing, references, induction and support.

Who processes CRCs?

Tennis Scotland can process PVG schemes for anyone wanting to work in tennis within Scotland. Venues who want to check should contact Disclosure Scotland directly.

How to apply for a CRC?

<https://tenniscotland.wufoo.com/forms/pvg-request-for-application-packs/>

When is a CRC needed?

A list of some common roles in tennis can be found below; including what type of check is required. If a position is not listed you can select the position which best defines the activity being undertaken. For example, Junior Helper covers a range of activities with children which may include helping out on court, being a Tennis Leader, assisting at county events, and so forth.

Position	Volunteer	Level of check	Child Barred List	Adult Barred List
LTA Coach Accreditation (any level of coach) Tennis Coach (Level 3 - 5 coaches) Assistant Tennis Coach (Level 1 and 2 coaches) Competition Organiser Strength and Conditioning Coach	No	Enhanced	Yes	No
Physiotherapist	No	Enhanced	Yes	Yes
Voluntary Competition Organiser Voluntary Assistant Tennis Coach Voluntary Tennis Coach Voluntary Tennis Hitter Voluntary Welfare Officer – RA Voluntary Junior Helper – RA Voluntary Junior Driver – RA Voluntary Team Captain - RA	Yes	Enhanced	Yes	No
Voluntary Welfare Officer - Non RA Voluntary Junior Helper – Non RA Voluntary Junior Driver – Non RA Voluntary Team Captain – Non RA	Yes	Enhanced	No	No

Abbreviations:

Vol = volunteer positions. Volunteer DBS checks cannot be used to undertake LTA coaching qualifications or gain LTA Coach Accreditation.

RA = positions which are Regulated Activity.

Non RA = positions which are not Regulated Activity.

What is Regulated Activity?

Children

	Activity	Frequency
1	Unsupervised work of a specified nature: coaching, training, supervising, giving advice or transportation	Frequently (once a week for an on-going period), Intensively (four or more occasions in any 30-day period) or overnight
2	Any type of work undertaken in schools, academies, nurseries or children's centres (but not work by supervised volunteers)	
3	Any form of personal care or health care	One occasion or more

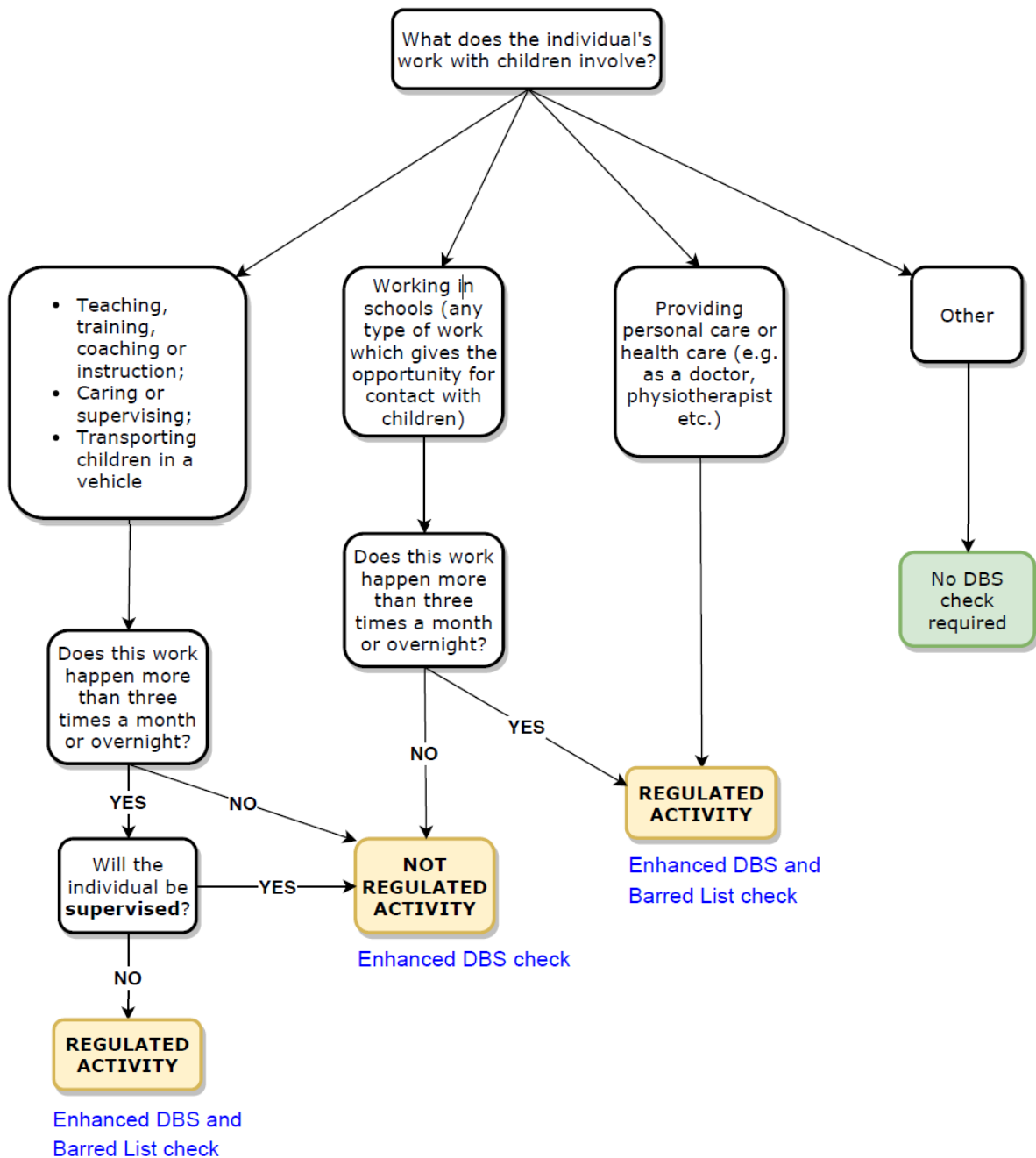
Vulnerable Adults

	Activity	Frequency
1	Work of a specified nature: any training, instruction, advice or guidance in relation to personal care, or healthcare professions, social care professions or personal care	One occasion or more
	Assistance with personal matters or finances such as paying bills	
	Transporting an adult due to their age, illness or disability between their place of residence and a place where they have or will receive health care, personal care or social care	

If you are unsure whether to select an RA or Non-RA role, you can use the following flowchart and guidance to determine if someone is in Regulated Activity.

Regulated Activity flowchart (children)

This flowchart should be used to help determine whether an individual is considered to be involved in regulated activities with children.



What is supervision?

Supervision is defined as 'reasonable to ensure the protection of children'. It should be regular (with direct line of sight) and day to day.

If you are not confident about providing this level of supervision, then the individual should be deemed to be unsupervised and therefore in 'Regulated Activity'.

It is not possible for two individuals to be classified as supervising each other with neither of them in 'Regulated Activity'.

The supervisor must be in 'Regulated Activity' (and have the appropriate DBS check) for the supervision to be considered valid.

Regulated Activity for work with Adults

An individual is deemed to be in Regulated Activity with adults if they undertake any of the below activities, even if it only happens once.

1. Training, instruction, advice or guidance in relation to an adult's personal care
2. Providing healthcare (e.g. as a doctor, physiotherapist) to an adult
3. Assist with personal matters or finances such as paying bills, due to an adult's age, illness or disability
4. Transporting an adult due to their age, illness or disability between their place of residence and a place where they have or will receive health care, personal care or social care

The vast majority of people involved in tennis will not be working in regulated activity when working with adults. The types of tennis-specific roles that will involve regulated activity with adults include sport's doctors, physiotherapists and sport psychologists.

Non-regulated activity work with adults

Individuals who provide any form of training, teaching, instruction, assistance, advice or guidance provided wholly or mainly for adults who receive a health or social care service are not in Regulated Activity. However, they may be eligible for an Enhanced DBS check (without the adults barred list) provided it occurs:

- more than three days in any period of 30 days; or
- overnight; or
- at least once a week on an on-going basis.

Individuals who fall into this bracket should contact the LTA for advice.

What type of information is disclosed on a criminal record check?

1. Any warnings, reprimands, cautions and convictions obtained from local and national police records that have not been subject to filtering (see below for more information)
2. Soft information disclosed at the discretion of Chief Police Officers if they reasonably consider the information might be relevant to the role being applied for
3. If the applicant is working or seeking to work in Regulated Activity, the criminal record check will confirm whether the applicant is barred from working with children or adults at risk.

The DBS and PVG scheme work collaboratively, which means any information revealed on a PVG scheme will also be revealed on a DBS check (and vice-versa).

What happens when information is disclosed on a criminal record check?

Having previous convictions does not necessarily mean that the individual will not be able to take on the role applied for. However, if information is disclosed on a criminal record check the LTA Safe and Inclusive Tennis team liaises directly with the applicant and conducts a thorough risk assessment of the information disclosed. Once a decision is made, this is communicated directly to the applicant in writing.

HOW YOU CAN GET IN TOUCH

You can get in touch with one of our team by emailing BNTCsecretary@gmail.com. If you have any queries about this policy, in the first instance you can email GovernanceBTC@gmail.com.

Approved by	President: Shirley Davidson	Club Welfare Officer: Áine Fitzgerald
Date	1/4/24	1/4/24

Next review date: 3 yearly or as required

REVISION CONTROL/CHANGE HISTORY

Revision Date	Changes/Reason for change
Dec 2020	New policy introduction.
Mar 24	P1: Add safeguarding policy details, coach/volunteer compliance requirements. Policy review – new CWO contact details.