



## SAFE RECRUITMENT POLICY

Bohemian Tennis Club is committed to safeguarding children (anyone under 18) and adults at risk. Bohemians complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. The aim of the Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

## RECRUITMENT PROCESS

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required.

As a voluntary organisation the only people we recruit are self-employed coaches to work within our group coaching programme. Bohemian tennis club ensures that all coaches who are qualified to LTA Level 2 and above have current LTA accreditation which ensures they will have a current DBS check, a current first aid qualification and are qualified to deliver coaching to children and adults. All new staff are provided with our club policies and procedures which includes our safeguarding policy and Code of Conduct.

## DBS CHECKS

Any individual intending to work in Regulated Activity with children, young people or adults are required to complete an Enhanced DBS check and Barred List check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

Any individual intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement. Bohemian Tennis Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

## DBS CHECKS REVEALING CONTENT

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for.

The LTA will receive a notification when a DBS check has revealed content (i.e. an offence); however, the LTA will not know the details of the content.

When the LTA receives a notification that a DBS check has revealed content, the applicant will be asked to provide the original DBS check for review. The LTA will then review the information to decide if any further information or action is required.

If the DBS is not provided to the LTA for review, Bohemian Tennis Club may withdraw any conditional offer of engagement and take appropriate steps to prevent the individual from working with children and adults at risk.