



**BROOMHILL**

**LAWN TENNIS & SQUASH CLUB**

ESTABLISHED 1922

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# SAFE RECRUITMENT POLICY

Policy Owner: Alan Sutherland  
Policy approved by: BLTSC Committee  
Date Policy approved: October 2024  
Next review Date: October 2027

# **SAFE RECRUITMENT POLICY**

## **PURPOSE AND SCOPE**

Broomhill Lawn Tennis and Squash Club is committed to safeguarding children (anyone under 18) and adults at risk. Broomhill Lawn Tennis and Squash Club complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Broomhill Lawn Tennis and Squash Club conducts criminal record checks (such as Disclosure and Barring Service (DBS) checks, Protecting Vulnerable Groups (PVG) scheme checks or similar) on applicable positions as part of this process.

The aim of the Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying for paid or voluntary roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff, coaches and volunteers 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, coaches and volunteers regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with Broomhill Lawn Tennis and Squash Club.

## **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 PVG check is required.

We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate PVG check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires a PVG check, we will also ask applicants to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. Referees should include someone who can comment on the applicant's previous work with children (where possible). References are normally sought after a conditional offer of employment or engagement has been made, however there may be occasions when we ask

applicants for their consent to contact a referee before an offer of employment or engagement has been made. All conditional offers of employment or engagement are subject satisfactory completion of all vetting processes including references.

Broomhill Lawn Tennis and Squash Club provides an induction programme for all new staff, coaches and volunteers which includes our safeguarding policies and procedures. As part of the induction process all staff, coaches and volunteers are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

## **PVG CHECKS**

Any individual intending to work in a regulated role with children, young people or adults are required to complete a satisfactory PVG application before commencement of employment or engagement and at least every 3 years during their employment or engagement.

Per the Protection of Vulnerable Groups (Scotland) Act 2007, Scottish Ministers have the power to bar those persons who are considered unsuitable to work with children and/or adults, from doing so. Under section 34 of this act, a person commits a criminal offence by seeking or doing regulated work with the group for which they are barred.

All conditional offers of employment or engagement are subject to receipt of a satisfactory PVG check completed through Tennis Scotland or Scottish Squash, and an Overseas Criminal Record check if appropriate.

If we are not satisfied with the outcome of any of the above checks (PVG or Overseas Criminal Record check) we may decide to withdraw a conditional offer of employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Staff, coaches and volunteers who begin performing additional duties or a different role that moves them into a regulated role will be asked to complete a PVG.

All agency workers and contractors used by the [venue/county] who undertake regulated roles are required to always comply with the PVG requirement as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency the [venue/county] will require the Agency/contractor to withdraw the temporary worker immediately. Furthermore the [venue/county] will consider the implications of these Policy requirements on the provision of service agreements for all contractors, including any additional vetting requirements for those roles engaged in Regulated Activity with children, young people or adults at risk.

## **PVG CHECKS REVEALING CONTENT**

A PVG check will disclose any unspent convictions and certain spent convictions. PVG checks may also disclose other relevant information based on the position applied for.

Tennis Scotland will receive a notification when a PVG check has revealed content (i.e. an offence) this includes details of what the conviction was for, the date of conviction and the sentence received (known as the disposal)

When Tennis Scotland receives a notification that a PVG has content, this will be reviewed by Tennis Scotland and the LTA to determine if further information or action is required.

If upon request of further information, this is not provided to Tennis Scotland/LTA for review, Broomhill Lawn Tennis and Squash Club may withdraw any conditional offer of employment or

engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

Any checks revealing content received from Scottish Squash will also follow this process.

## **RELATED POLICIES AND PROCEDURES**

This policy should be read alongside our venue policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Photography and filming
- Use of changing rooms
- Safeguarding policy

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chairperson: Gail Albutt Date: October 2024

Welfare Officer: Alan Sutherland Date: October 2024