

September 2018

## **GDTennis Safer Recruitment Policy & Procedures**

### **POLICY STATEMENT**

The safety and wellbeing of children is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm.

We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children.

This helps ensure the safety of the children who attend any GDTennis activities and our volunteers & staff who provide for their supervision and care.

### **AIMS AND OBJECTIVES**

The aims of the Safer Recruitment Policy is to help deter, reject or identify people who are unsuited to work with children or vulnerable adults by having appropriate procedures for appointing staff.

The aims of the GDTennis recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and to ensure that GDTennis meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

GDTennis has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

GDTennis aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at GDTennis.

## **RECRUITMENT AND SELECTION PROCEDURE**

### **Advertising**

To ensure equality of opportunity, GDTennis will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

All job adverts will include a detailed job description and person specification. It will detail the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### **References**

References for shortlisted applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

GDTennis does not accept open references, testimonials or references from relatives.

## **Interviews**

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.

All applicants who are invited for an interview will be required to bring evidence of their identity, address and qualifications. GDTennis will also request copies of current DBS, first aid and evidence of safeguarding children in tennis training. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

GDTennis carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- Proof of current DBS check
- Proof of current first aid training
- Proof of safeguarding children in tennis training
- Proof of LTA coach qualification
- Proof of LTA accreditation or suitable coach insurance
- Proof of identity, and right to work in the UK

## **Register of Members of Staff and Volunteers**

A record of all staff and volunteers is kept and updated to include details of all checks that take place pre-employment.

## **Safeguarding**

At GDTennis safeguarding is paramount and we are fully committed to ensuring the welfare and safety of children and vulnerable adults.

If any behaviour is a concern in relation to safeguarding GDTennis procedures and processes will be followed at all times in accordance with the Safeguarding Policy.

Any concerns will be referred to the Designated Safeguarding Lead and reported. Our Welfare officer is Imogen Carr.

## **Review**

This Policy will be regularly monitored and reviewed by the management committee each year.