

# SAFE RECRUITMENT POLICY



Hayle Tennis Club adopts the following recruitment policies.

1. Background and history: This is particularly important for coaches, but also applies to those in senior committee roles. A full CV or work history shall be requested, and any gaps or inconsistencies questioned. This is not considered necessary for minor committee roles.
2. References: As with the background and history checks, this is particularly important for coaches and senior committee members. The names of two referees shall be requested and followed up. Both referees should be people who have known the candidate in a professional capacity for a substantial period of time (at least 3 years). They will be asked to comment on the candidate's suitability to work with children and vulnerable people, and about the quality of their work. Also asked if they ever had reason to take disciplinary action against the candidate.
3. References will not be required for volunteers taking on minor roles if they are well-known to the committee or other club members.
4. DBS checks: All volunteers working with children must have a Volunteer DBS check through the LTA. All coaches must also have a DBS check through the LTA or are registered with the Update Service.
5. Role definition: All roles within the club are defined, with a full explanation of responsibilities.
6. When the club use a coaching company to provide their coaches it must be part of the contract with that company that they comply with the club's recruitment policies as described in their contracts.
7. Volunteers: All volunteers are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, volunteers should be aware of and adopt the club's policies and guidelines:
  - Safeguarding policy
  - Diversity and inclusion policy
  - Changing room policy
  - Online safety and communication policy
  - Anti-bullying policy
  - Information for assistant coaches

The management committee will listen and respond to matters that volunteers bring to its attention in relation to their work and will support, where possible, their training needs.