



Sellindge Tennis Club

Vetting Policy

October 2022
Version 1.0



TENNIS
FOR BRITAIN



VETTING POLICY

Sellindge Tennis Club, Kent, is committed to safeguarding children (anyone under 18) and adults at risk. Sellindge Tennis Club complies with the LTA's National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough vetting process. Sellindge Tennis Club conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

The aim of the Vetting 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 vetting and selection of Club Officials, 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 Club Officials, 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.

VETTING PROCESS

General

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 not-for-profit organisation, run on a voluntary basis, the majority if not all our Club Officials and / or volunteers are engaged through word of mouth as. Whenever engaging a new Club Official, Coach or volunteer, including in the event that we advertise for any vacant positions, prospective candidates will be made aware of the Club's requirements to complete the appropriate DBS check. In the event that any adverts and/or job descriptions are used to advertise any vacant positions for Club Officials / Coaches / Volunteers, they will refer to any requirements to complete the appropriate DBS check.

All prospective Club Officials, Coaches and Volunteers are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unspent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

Sellindge Tennis Club will ensure that all new Club Officials, Coaches and Volunteers are aware of our safeguarding policies and procedures.

Coaches

In the case of Coaches, the following additional measures apply in addition to the process described above under Vetting Process 'General'.

When engaging Coaches, the Club will ensure that all applicants have all the information they need about our organisation, including the advertised role. Coaches will be required to provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications, including details of their LTA Coach Accreditation, to ensure we can assess their suitability for the role.

We will take reasonable steps to confirm the applicants' suitability for the coaching 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. References are normally sought after a conditional offer of engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of engagement has been made. All conditional offers of engagement are subject to satisfactory completion of all vetting processes including references.

As part of the induction process all new Coaches are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

DBS CHECKS

Any individual intending to act in a capacity which involves Regulated Activity with children, young people or adults is required to complete an Enhanced DBS check and Barred List check before commencement of engagement and at least every 3 years during the period of their 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 undertake 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 engagement and at least every 3 years during the period of their engagement. Sellindge Tennis Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

In the case of Coaches, all conditional offers of engagement are subject to receipt of a satisfactory DBS check completed through the LTA, and an Overseas Criminal Record check if appropriate.

In order to minimise risk, if a role is not defined as Regulated Activity but requires an Enhanced DBS check and this check takes much longer than anticipated, in exceptional circumstances where a delay in engagement may cause significant operational difficulties, the Club Chair and Safeguarding Officer may authorise an individual to commence their role in a supervised capacity. However this does not apply to roles considered as working in Regulated Activity.

If we are not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) we may decide to withdraw a conditional offer of engagement (in the case of Coaches) or to decline the services of any Club Official / Volunteer and to exclude them from all Club activities. We may also withdraw a conditional offer of engagement or exclude a Club Official / Volunteer from all Club activities, or if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Club Officials, Coaches and Volunteers who begin performing additional duties or a different role that moves them into Regulated Activity will be asked to complete a new Enhanced DBS and Barred List check.

Furthermore, Sellindge Tennis Club will consider the implications of these Policy requirements on the provision of service agreements for any other third parties it may engage, including any additional vetting requirements for those roles engaged in Regulated Activity with children, young people or adults at risk.

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, Sellindge Tennis Club may withdraw any conditional offer of engagement (in the case of Coaches) or exclude any Club Official / Volunteer from all Club activities and / or (at its sole discretion) take appropriate steps to prevent the individual from undertaking any role with children and adults at risk.

Policy Review and Approval

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

This Policy is recommended for approval by:

Club Committee Chair **Ellie Cruickshank**



Date: 3.10.22

Club Welfare Officer **Caroline Crumley**



Date: 04.10.22