



# **Whitchurch Tennis Club**

# **Safe Recruitment Policy**



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Last updated: February 2024 Next Review: February 2027(or earlier if there is a change in legislation)

LTA Version 1.2 January 2023

# SAFE RECRUITMENT POLICY

## PURPOSE AND SCOPE

Whitchurch Tennis Club (Whitchurch TC) is committed to safeguarding children (anyone under 18) and adults at risk. Whitchurch TC complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Whitchurch TC 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. Relevant recruitment information is monitored by Whitchurch TC Committee under a standing safeguarding agenda item.

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 Whitchurch TC.

## 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.

We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate DBS 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 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 (**see Appendix A: Self-Declaration Form**).

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 (**see Appendix B: Reference Form**).

Whitchurch TC 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.

## **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. The Head Coach at Whitchurch TC will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity; this information will be shared at Whitchurch TC Committee meetings.

All conditional offers of employment or 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 employment or engagement may cause significant operational difficulties and within the context of a robust risk assessment process, The Head Coach at Whitchurch TC will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity; this information will be shared at Whitchurch TC Committee meetings.

Chairperson may authorise an individual to commence their work 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 employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to cooperate 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 Regulated Activity will be asked to complete a new Enhanced DBS and Barred List check.

All agency workers and contractors used by Whitchurch TC are required to always comply with the Enhanced DBS and Barred List Check requirements as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency, Whitchurch TC will require the Agency to withdraw the temporary worker immediately. Furthermore, Whitchurch TC 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.

### **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, Whitchurch TC 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.

## RELATED POLICIES AND PROCEDURES

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

|  |   |
|--|---|
| Safeguarding Policy and Procedures (including Whistleblowing Policy) | Safeguarding at Events, Activities and Competitions: LTA Guidance |
| Anti-Bullying Policy   | Use of Changing Facilities Policy                                 |
| Code of Conduct Policy: LTA Policy                                   | Online Safety and Communication Policy                            |
| Diversity and Inclusion Policy                                       | Photography and Filming Policy                                    |
| Others as may be identified from time to time                        |   |

This policy has been proposed as a result of a consultation exercise undertaken by a sub-committee consisting of two Welfare Officers, the Head Coach and the Men's and Ladies' Captains.

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

This policy is approved and ratified by:

| Position   | Name           | Date    |
|--|----------------|---------|
| Chairperson on behalf of Whitchurch TC Committee | Mike Lubienski | 5.02.24 |
| Welfare Officer                                  | Jackie Garland | 5.02.24 |
| Welfare Officer                                  | Aled Evans     | 5.02.24 |

## **APPENDIX A: SELF-DECLARATION FORM**

### **CONTEXTUAL FRAMEWORK – WHAT IS A SELF-DECLARATION FORM?**

A self-declaration form is used to allow people who work with children to declare if they have any relevant offences or been subject to a police or social care investigation.

#### **What is the difference between a self-declaration form and criminal record check (e.g. DBS)?**

A self-declaration form allows the applicant to disclose information themselves whereas a criminal records check formally discloses information held by the police and other statutory bodies.

#### **If someone completes a self-declaration form, do they still need to complete a criminal record check?**

Yes, self-declaration forms do not remove the need for a criminal record check. Self-declaration forms are often best used to supplement a criminal record check, for example, if a club asks a volunteer junior helper to complete a DBS check every three years, a self-declaration form can be requested in the years between each DBS renewal.

#### **Can members be asked to complete self-declaration forms?**

You cannot ask a member to disclose unspent criminal offences if they are not working/volunteering with children. If that member takes on a voluntary/paid role working with children within the club then a criminal records check (and self-declaration form) should then be obtained.

#### **What should I do if someone discloses something on their self-declaration form?**

Please contact the Safeguarding Team via <https://safeguardingconcern.lta.org.uk/>.

## SELF-DECLARATION FORM

|   |                      |    |
|---|----------------------|----|
| <b>Name</b>   |                      |    |
| <b>Date of Birth</b>  |                      |    |
| <b>Contact number</b>   |                      |    |
| <b>Email</b>  |                      |    |
| <b>The position I am applying for / currently hold is</b>   |                      |    |
|   | <b>Please circle</b> |    |
| Do you have any convictions, cautions, reprimands or final warnings which would not be 'filtered' in line with current DBS guidance?<br>( <a href="https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates">https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</a> ) | Yes                  | No |
| Have you been subject to a police or social care investigation even if it did not result in a criminal conviction?  | Yes                  | No |

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment (paid or voluntary) may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX B: REFERENCE FORM

This post involves substantial access to and responsibility for children. As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this candidate's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant UK legislation and guidance.

|                             |  |
|-----------------------------|--|
| <b>Applicant's name</b>     |  |
| <b>Position applied for</b> |  |

|   |  |
|---|--|
| <b>How do you know the applicant?</b>   |  |
| <b>How long have you known the applicant?</b>   |  |
| <b>When did you last have contact with the applicant?</b>   |  |
| <b>Would you re-employ or re-engage this person in volunteering?</b>  |  |
| <b>Please comment on the applicant's professional conduct.</b>  |  |
| <b>Please comment on the applicant's suitability and overall ability to work with children and young people.</b>  |  |
| <b>Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children's safety or protection?</b> |  |



|  |  |
|--|--|
| <p><b>Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children's safety and protection.</b></p> |  |
| <p><b>Please add any further information or comments that you feel are relevant to the person in their proposed new role.</b></p>  |  |

| <p><b>Please rate the applicant on the following (tick one box for each statement)</b></p> |                    |                       |                    |                         |                         |
|--|--------------------|-----------------------|--------------------|-------------------------|-------------------------|
|  | <p><b>Poor</b></p> | <p><b>Average</b></p> | <p><b>Good</b></p> | <p><b>Very Good</b></p> | <p><b>Excellent</b></p> |
| <p><b>Responsibility</b></p>   |                    |                       |                    |                         |                         |
| <p><b>Maturity</b></p>   |                    |                       |                    |                         |                         |
| <p><b>Integrity</b></p>  |                    |                       |                    |                         |                         |
| <p><b>Dignity</b></p>  |                    |                       |                    |                         |                         |
| <p><b>Respect</b></p>  |                    |                       |                    |                         |                         |
| <p><b>Trustworthiness</b></p>  |                    |                       |                    |                         |                         |
| <p><b>Reliability</b></p>  |                    |                       |                    |                         |                         |
| <p><b>Honesty</b></p>  |                    |                       |                    |                         |                         |
| <p><b>If you have marked any of the criteria as poor please give reasons.</b></p>          |                    |                       |                    |                         |                         |

|  |
|--|
| <p><b>Please complete your personal information below.</b></p> |
|--|

|                       |  |
|-----------------------|--|
| <b>Signed</b>         |  |
| <b>Date</b>           |  |
| <b>Print name</b>     |  |
| <b>Position</b>       |  |
| <b>Organisation</b>   |  |
| <b>Contact number</b> |  |
| <b>Email</b>          |  |