



WOMBOURNE TENNIS CLUB



SAFE RECRUITMENT POLICY

THE BASIC PRINCIPLES OF THIS POLICY APPLY TO VOLUNTEERS OF WOMBOURNE TENNIS CLUB (WTC) AND OTHER VOLUNTEERS ACTING ON BEHALF OF WTC AND COACHES THAT MAY BE ENGAGED BY THIRD PARTIES DELIVERING ON BEHALF OF WTC

WTC is committed to safeguarding children and adults at risk.

WTC complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. WTC conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

The aim of the Safer Recruitment 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.

Volunteers involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. This Policy shall be applied consistently in relation to all volunteers regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

Recruitment Process

If a role involves working with children or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required. We will promote any vacant positions and will refer to any requirements to complete the appropriate DBS check.

During any appointment process volunteers will be 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 volunteers 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 volunteer's suitability for the role.

All applicants for a Club Coach position 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 details of referees during the application process. References are normally sought after a conditional offer of employment has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment has been made.

All conditional offers of employment are subject to satisfactory completion of all vetting processes including references. WTC provides a thorough induction programme for all new Volunteers which includes safeguarding training that covers our safeguarding policies and procedures.

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 service and at least every 3 years during their period of service.

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 service and at least every 3 years during their period of service. WTC will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

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 may cause significant operational difficulties the [Chair/Welfare Officer] may authorise an individual to commence service in a supervised capacity.

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, WTC may take any appropriate steps to prevent the individual from working with children and adults at risk.

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

This Policy is recommended for approval by:

Club Committee Chair: Angus Hughes

Date: 12th January 2022

Club Welfare Officer: Adrian Jeavons

Date: 12th January 2022