Safe recruitment policy

PURPOSE AND SCOPE

Longton Tennis Club is committed to safeguarding children (anyone under 18) and adults at risk. Longton Tennis Club practices safe recruitment procedures to ensure a consistent and thorough recruitment process. Longton Tennis Club conducts criminal record checks (Disclosure and Barring Service DBS) on applicable positions as part of this process.

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 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 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 coaches, volunteers, players, parents/carers, and any other individuals associated with Longton Tennis Club

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.

Applicants are required to complete a standard application form 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 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 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 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.

Longton Tennis Club requires applicants to familiarise themselves with our safeguarding policies and procedures before they take up the role.

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 the engagement and at least every 3 years subsequently.

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 engagement and at least every 3 years during their engagement. Longton Tennis Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check completed through the LTA.

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 Chair/Secretary 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, we may decide to withdraw a conditional offer of engagement. We may also withdraw a conditional offer of engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

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 the Longton Tennis Club are required to be supervised by a member of the committee when they are working on club premises.

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, Longton Tennis Club may withdraw any conditional offer of 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 Longton Tennis Club policies and procedures, including:

* Anti-Bullying
* Code of conduct
* Diversity and inclusion
* Online safety and communication
* Photography and filming
* Safeguarding policy
* Safeguarding at events, activities and competitions

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

Chairperson: Liz Lemon Date: 07/11/2023

Welfare Officer: Allison Moosa Date: 07/11/2023