

SAFE RECRUITMENT POLICY - THE BASIC PRINCIPLES OF THIS POLICY APPLY TO VOLUNTEERS OF TENNIS SHROPSHIRE AND OTHER VOLUNTEERS ACTING ON BEHALF OF TENNIS SHROPSHIRE AND COACHES THAT MAY BE ENGAGED BY THIRD PARTIES DELIVERING ON BEHALF OF TENNIS SHROPSHIRE

Tennis Shropshire is committed to safeguarding children and adults at risk. Tennis Shropshire complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Tennis Shropshire 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.

Employees 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 employees 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 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.

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 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 satisfactory completion of all vetting processes including references.

Tennis Shropshire provides a thorough induction programme for all new employees and volunteers which includes safeguarding training that covers our safeguarding policies and procedures. As part

of the induction process all new employees are required to complete an initial employment 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 and at least every 3 years during their employment.

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 and at least every 3 years during their employment.

Tennis Shropshire will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment 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 may cause significant operational difficulties the [Chair/Manager] may authorise an individual to commence employment 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. We may also withdraw a conditional offer of employment if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Employees 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 engaged by Tennis Shropshire are required to comply with the Enhanced DBS and Barred List Check requirements at all times as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency the [club/county] will require the Agency to withdraw the temporary worker immediately. Furthermore the [club/county] 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, Tennis Shropshire may withdraw any conditional offer of employment and take appropriate steps to prevent the individual from working with children and adults at risk.

County Safeguarding Officer; Ian Brett: Date 14th April 2020

Chairperson; Simon Jones: date 14th April 2020