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**Fall**

Safe Recruitment Policy

Safe recruitment policy

Urmston Sports Club – Tennis Section (The Club) is committed to safeguarding children (anyone under 18) and adults at risk. The Club complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. The Club requests sight of Disclosure and Barring Service (DBS) checks 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 being engaged in roles where they will have access to those vulnerable groups.

Individuals 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, 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

Coaches are recruited directly by approach from The Club, must be LTA Accredited and hold a satisfactory DBS certificate in accordance with the LTA rules. All coaches are engaged on a self-employed basis. No coaches are employed by the club.

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 take reasonable steps to confirm the suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience.

An induction programme for all new coaches provides them with details of The Club’s safeguarding policies and procedures. 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 work in Regulated Activity with children, young people or adults are required to complete an Enhanced DBS check and Barred List check before commencement engagement and at least every 3 years during 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 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. The Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

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 Chair 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 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.

Anyone who begins 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 Club 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 will require the Agency to withdraw the temporary worker immediately. Furthermore The Club 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, The Club may withdraw any conditional offer of engagement and take appropriate steps to prevent the individual from working with children and adults at risk.