



# Saxmundham Tennis Club

## Safe Recruitment Policy

October 2021



Saxmundham Sports Tennis Club (SSTC) is committed to safeguarding children (anyone under 18) and adults at risk.

SSTC conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process. This includes SSTC coach, volunteers and the welfare officer, the aim 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.

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 staff 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 (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required. 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. Applicants will be asked to provide contact details of people willing to act as a referee during the application process.

### **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. 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.