***EXNING TENNIS CLUB***

**SAFE RECRUITMENT POLICY**

**INTRODUCTION**

Exning TC is committed to safeguarding children (anyone under 18) and adults at risk of abuse. Its’ policy and practice complies with recommended safer recruitment practices[[1]](#footnote-1) and relevant legislation to ensure a consistent and thorough recruitment process for staff (including agency staff), contractors and volunteers. Exning TC conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

The aim of this policy is to help to deter people who might abuse children or adults at risk of abuse 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. it should be read in conjunction with Exning TC’s Safeguarding Policy and Code of Conduct.

**RECRUITMENT PROCESS**

If a role involves working with children (anyone under 18) or adults at risk of abuse, the role requirements will be carefully reviewed to determine if a DBS check is required.

Vacant positions for paid and voluntary roles when advertised, and all role descriptions, will refer to any requirements for an appropriate DBS check.

All applicants for paid employment are required to engaging 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 Exning TC with essential information such as employment history (either paid or voluntary), and academic history including qualifications.

During the application process applicants for paid employment, contractors and volunteers will be asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, they will be asked to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

The Club will take reasonable steps to confirm the applicant’s suitability for the paid, contracted or voluntary role, including: verifying qualifications and professional memberships; and 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. In the interview and selection process, questions designed to allow candidates to demonstrate the attitudes and values that people working with children and adults at risk of abuse need to have.

Applicants for paid employment will be asked to provide contact details of people willing to act as a referee during the application process. References are usually sought after a conditional offer of employment or engagement has been made but there may be occasions when applicants are asked for their consent to contact a referee before an offer of employment or engagement has been made. All conditional offers of employment or engagement are subject 2 satisfactory completion of all vetting processes including references.

Exning TC provides an induction programme for all new staff, contractors and volunteers that includes briefing on its’ safeguarding policies and procedures. As part of the induction process all new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

Agencies and contractors responsible for supplying staff to Exning TC are bound by this policy. If new or adverse information emerges, or appropriate checks have not been made by the agency/contractor, Exning TC may require the withdrawal of the staff member immediately all make them subject to supervision or other restriction. Exning TC will consider the implications of these policy requirements in the design 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 of abuse.

**DBS CHECKS**

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 for which application has been made.

Exning TC will receive a notification when a DBS check has revealed content (i.e. an offence) although they will not know the details of the content. When Exning TC receives a notification that a DBS check has revealed content, the applicant will be asked to provide the original DBS check for review. Exning TC, on the advice of the LTA Safeguarding Team, will then review the information to decide if any further information or action is required.

If the DBS is not provided to Exning TC for review, Exning TC may withdraw any conditional offer of employment or engagement, and take appropriate steps to prevent the individual from working with children and adults at risk of abuse.

Any individual intending to work in Regulated Activity with children, young people or adults is 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.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006, which has been amended by the Protection of Freedoms Act 2012.

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 or engagement and at least every 3 years during their employment or engagement. Exning TC 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 Exning TC, 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 or engagement may cause significant operational difficulties the Chair, in consultation with the Welfare Officer, may authorise an individual to commence their work in a supervised capacity. This does not apply to roles considered as working in Regulated activity.

If Exning T is not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) it may decide to withdraw a conditional offer of employment or engagement. It may also withdraw a conditional offer of employment or engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Staff, contractors and 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.

**Approved: 6 September 2022**

**Review by: 5 September 2025**

1. https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment [↑](#footnote-ref-1)