



**WILTSHIRE
TENNIS**

Safer Recruitment Policy

May 2022

BACKGROUND

Wiltshire Tennis is committed to safeguarding children (anyone under 18) and adults at risk. Wiltshire Tennis complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Wiltshire Tennis conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process. Wiltshire Tennis wishes to ensure that the most appropriate people are associated with its work, whether in a voluntary or employed capacity.

The aim of the Safe 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.

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.

This policy enhances our previous document (February 2020) with the latest LTA guidance.

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.

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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 contact details of people willing to act as a referee during the application process. References are normally sought after a conditional offer of employment or engagement has been made, however there may be occasions when we ask applicants 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 to satisfactory completion of all vetting processes including references. Wiltshire Tennis provides an induction programme for all new staff which includes our 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.

DBS CHECKS

Any individuals 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.

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 or engagement and at least every 3 years during their employment or engagement. Wiltshire Tennis 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, 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 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 employment or engagement. We 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 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 Wiltshire Tennis 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, Wiltshire Tennis will require the Agency to withdraw the temporary worker immediately. Furthermore, the Wiltshire Tennis 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, Wiltshire Tennis 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.

1. Advertised rôles

- We will be clear where a position/rôle, for example Coach, will involve working with children, young people or adults at risk and that background checks (see Section 3) will be required.
- Notes will be included (see Section 4) to alert any candidates who may have been living abroad to a potential need for them to apply for a Criminal Record Check from their country of residence prior to their departure.
- The rôle description will outline the necessary competencies, qualifications and responsibilities.
- LTA Accreditation or LTA Accreditation+ will be required for coaches and/or coaching assistants.
- The application form will ask for the candidate's full personal information, a complete history of employment or further education since leaving school or highest point of education, explanation for any gaps in employment, details of any qualifications and the opportunity to declare any previous reprimands, warnings, cautions or convictions.
- All applications will be checked and a shortlist will be drawn up.
- Unexplained gaps or repeated changes in employment will be noted.
- Shortlisted candidates will be interviewed.
- At interview, any questions regarding the application will be clarified.
- Written references will be requested prior to any offer of employment, using the LTA's template form (www.lta.org.uk/safeguardingresources).
- Two written references will be requested, one ideally from the candidate's previous employer.
- Once successful, the candidate will be made a provisional offer, based on the fact that a background check (see Section 3) will be made before they take up their rôle.
- The offer will be confirmed by a signed contract once the background check has been satisfactorily completed.

2. Induction

- The successful candidate will meet key people.
- The successful candidate will be familiarised with Wiltshire Tennis policies and procedures, which will be available in advance at wiltshiretennis.org.uk

3. Background Checks

- These will be obtained through the LTA's link to the Disclosure and Barring Service (DBS).
- The four types are: Standard DBS check, Enhanced DBS check, Barred List check, and Overseas Criminal Record (OCR) check.
- Standard and Enhanced DBS checks and Barred List checks must be obtained through the LTA website.
- The LTA can provide support in obtaining an OCR check.
- The LTA's DBS Flowchart (at the time of writing Appendix 1 dated 06/02/20 in the LTA supplementary guidance document) will be used to establish whether the work will be in a Regulated Activity with young people or adults at risk; this will also determine which background check should be used.
- Where a successful candidate has lived in the UK for less than two years, an OCR check will be considered in place of an Enhanced DBS check (this is because DBS checks cannot access police information on people who have lived overseas).

4. Advice for Coaches and professionals planning to work in the United Kingdom (UK)

- If you are in the process of relocating to the UK, the LTA recommends that you apply for a Criminal Record Check from your country of residence before you depart. This approach may prevent delays with your commencement of your new rôle and avoid unnecessary delays and costs should you need to apply following your relocation to the UK.
- You are advised to contact your employer directly to confirm if you are required to provide an Overseas Criminal records check. Please note that the LTA cannot advise on this matter; this decision needs to be confirmed by your employer.
- If you plan to apply for any LTA qualifications or accreditation, please contact the LTA Safeguarding team on 020 8487 7000 or safeguarding@lta.org.uk.

5. Regulated Activity: Children and Young People

This applies to people working or volunteering with children and young people in a 'Regulated Activity', which is defined as 'unsupervised contact'. They must fall into at least **one** of the specific categories outlined below:

- work of a **specified** nature: coaching, training, supervising, giving advice or transportation. This must occur **frequently** (once a week for an on-going period), **intensively** (four or more occasions in any 30-day period), **any overnight stay**, or **ad hoc** (11 days or more occasions in any 12-month period);
- any type of work undertaken in schools, academies, nurseries or children's centres (but not work by supervised volunteers). This must occur **frequently** (once a week for an on-going period), **intensively** (four or more occasions in any 30-day period), **any overnight stay**, or **ad hoc** (11 days or more occasions in any 12-month period). It must also provide the opportunity for contact with children and young people;
- any form of personal care or health care, even if done once.

6. Regulated Activity: Adults at Risk

For someone working or volunteering with adults in 'Regulated Activity', this is focused on the activities required by the adult and not the setting in which the activity occurs. Single or 'one-off' contact is defined as regulated activity and must fall into a least **one** of the specific categories shown below:

- work of a **specified** nature: any training, instruction, advice or guidance in relation to personal care, or healthcare professions, social care professions or personal care;
- assistance with personal matters, or finances such as paying bills;
- transport of an adult due to their age, illness or disability between their place of residence and a place where they have or will receive health care, personal care or social care.

7. The definition of Supervision

Supervision is carried out by a '**lead person**'. The lead person is someone who is responsible for running an activity which involves others, such as volunteers, tournament organisers, coaching assistants and referees. **This person must have been vetted and checked by the LTA.**

Supervision occurs when:

- a lead person directly observes a person working with children and young people for the duration of a session;
- the lead person is not able to directly observe the person working with children or young people for the whole session but reconvenes with them at the end. This arrangement must not include any overnight stays and should occur:
 - fewer than 4 days in any 30-day period, or
 - fewer than 11 days in any 12-month period.
- if we are not sure whether someone meets the definition of supervision, we will contact the LTA's Safeguarding Team.

8. Volunteer Rôles

These may not be advertised, but associates of Wiltshire Tennis, and parents of children and young adults playing within the county, will be encouraged to participate in the operation of our activities through volunteering.

- we will provide rôle descriptions for members of the Executive Committee and Junior Committee,
- we will make clear which rôles require DBS checks,
- volunteers and employees will be familiarised with Wiltshire Tennis policies and procedures.
- The Wiltshire Tennis Administrative Officer will maintain the DBS and Safeguarding Training registers.

9a. Rôles requiring DBS checks through the LTA:

All Coaches	to RA level (Enhanced DBS and Barred List)
County Safeguarding Officer	to RA level (Enhanced DBS and Barred List)
Head of Tennis	to RA level (Enhanced DBS and Barred List)
Administrative Officer	to RA level (Enhanced DBS and Barred List)
Secretary	to Non-RA level (Enhanced DBS)
Tournament Referee	to RA level (Enhanced DS and Barred List)

Other Wiltshire Tennis Officers or committee members may volunteer for an Enhanced DBS through the LTA. Where this happens, the Administrative Officer must be advised of, and record, the outcome.

9b. Examples of other rôles requiring sight of acceptable in-date original DBS document where not accompanied by Wiltshire Tennis staff/volunteers with RA level of DBS:

External photographer
Strength and Conditioning Coach.

10. Rôles and Safeguarding training

All coaches	qualification through LTA Accreditation/+
Head of Tennis	as above
County Safeguarding Officer	Level 1 'Safeguarding in Tennis Together' Level 2 'Time to Listen'
Tournament Referee	through LTA accreditation
Designated Photographer	desirable, but voluntary
Executive Committee	desirable, but voluntary
Junior Committee	desirable, but voluntary

The Wiltshire Tennis website www.wiltshiretennis.org.uk will provide a link to the LTA's www.safetoplaytennis.co.uk partnership with Sport England which highlights the rôles of parents, players, coaches and venues.

11. Contacts

LTA Safeguarding Team	safeguarding@lta.org.uk
Wiltshire Tennis Admin. Officer	admin@wiltshiretennis.org.uk
County Safeguarding Officer	safeguarding@wiltshiretennis.org.uk +44 1793 397499