

Policy: Safer Recruitment Policy

Summary: This policy summarises Bath Tennis Club current working practices in relation to context of Safer Recruitment of staff, coaches and volunteers.

The policy is linked to the Safeguarding & Child Protection Policy. Safer Recruitment should be seen as part of our existing safeguarding framework and responsibilities.

Policy Owner: Andrew Kettle (DSL)

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Committee Review Date: Aug 2020

1. Safer Recruitment

- 1.1 Safer recruitment of staff members, coaches and volunteers is aligned to the Department for Children, Schools and Families 'Safeguarding children and safer recruitment in education' (2012).
- 1.2 The document sets out the highest standards of safeguarding and promoting the welfare of children and recruitment best practice (some areas underpinned by legislation) for schools, local authorities, further education sectors and sporting venues. The guidance contained within this document is relevant for Bath Tennis Clubs who are responsible for children (under 18's).
- 1.3 Bath Tennis Clubs has a policy and process document for staff, coaches and volunteers which are designed to maximise the safeguarding and welfare of junior members and visitors under the age of 18, according to the role being performed.

2. Safer Recruitment for Staff Members

- 2.1 The recruitment of staff in accordance with the principles of Safer Recruitment ensures that employees are recruited in an effective and secure way and is designed to deter candidates who would be unsuitable to work with children.
- 2.2 The process
 - Ensure that the details of the post make reference to the responsibility for safeguarding and promoting the welfare of children
 - Provide a job description, statement of services that clearly states the main duties and responsibilities of the post and the individual's responsibility for data protection and for promoting and safeguarding the welfare of children at Bath Tennis Club.
 - Provide a person specification that describes the competences and qualities that the applicant should have in addition to qualifications and experience relevant to the post
 - Ensure that the application form states that the successful applicant will be required to provide an enhanced DBS disclosure. All positions are subject to enhanced DBS checks. (Bath TC will apply for enhanced DBS disclosure checks including barred list information for applicants who will be taking part in regulated activity.)
 - Where a DBS check from a previous employer is being accepted, but has not yet arrived, it will be necessary to carry out a barred list check on the member of staff before they are allowed to start work and engage in any regulated activity.
 - Use a CV or an application form to obtain a common set of data from all

- Scrutinise the applicant's employment record looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview
- Obtain at least two references, one must be a professional reference, that answer specific questions, which assess the applicant's suitability to work with children. Request the return of the declaration form from each referee, signed and dated. References must be specific to the applicant and to the post applied for
- Check previous employment history and experience – telephone previous employer/s to check authenticity of information
- Organise and conduct face to face interviews with suitable applicants for the post
- Ensure that a part of the interview includes an assessment of the candidates understanding of safeguarding issues
- Check the applicant's identity and right to work in the UK and keep a record of this. In line with the Bath TC Data Protection Policy, AGUK will not keep copies of these documents beyond the need to complete the necessary checks and verification process.
- Verify the successful candidate's qualifications, academic and vocational, as claimed on the application form
- Verify that the successful candidate has the health and physical capacity to carry out the responsibilities of the post. All applicants should sign a declaration that they are mentally and physically fit to undertake the role in question
- Carry out further checks on those who have lived overseas if a DBS enhanced disclosure is insufficient to establish the successful candidate's suitability to work with children
- State clearly verbally, and in writing that any offer made is subject to satisfactory references, medical fitness and enhanced DBS check
- Keep a central register of appointments, which includes the checks made in respect of permanent fulltime and part-time, peripatetic and supply staff. (Identity, DBS and barred list information, qualifications, right to work in the UK, references and medical fitness – in line with current regulations.) The central register includes all staff, coaches and volunteers who have direct contact with the children.

3. Other relevant legislation, guidance and codes of practice

- Statutory Guidance for Schools and Colleges on Safeguarding Children and Safer Recruitment in Education, Department for Education, 2018
- Keeping Children Safe in Education, 2018
- Working Together to Safeguard Children, 2018
- Sport England & LTA Club Resources