

Claremont Tennis Club

SAFE RECRUITMENT PLAN

1. Introduction

British Tennis promotes a positive and safe environment to ensure that tennis continues to be an exciting, challenging and rewarding sport. Claremont Tennis Club follows this guidance to help ensure the most appropriate people are employed by the Club in either a paid or voluntary capacity.

2. Safe recruitment process

This section sets out safe recruitment procedures from the point of advertising for a position, through to interviewing and offering the successful applicant a position within our tennis venue.

2.1 Advertise the position

- Ensure you are clear the position will involve working with children, young people or adults at risk and that background checks (see section 3) will be required.
- Outline the necessary competencies, qualifications and responsibilities in the role description. The LTA recommends that all tennis venues use LTA accredited (Licensed or Registered) coaches and/or coaching assistants.
- Ensure the application form asks 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.

2.2 Shortlist the applications

- Check through the applications and shortlist the most suitable people.
- Consider any gaps or repeated changes in employment where no reason has been provided.

2.3 Interview the candidates

- If you have any questions about the application form, clarify these with the candidate.

2.4 Obtain two references

- These should be written references with one ideally from the candidate's previous employer.
- Make sure you receive these before any offer of employment is made. There is a template reference form available, please see www.lta.org.uk/safeguardingresources.

2.5 Offer the position

- Once you have chosen the best candidate tell them that they have been successful in their application.
- Make sure they understand the offer is provisional and that a background check (see section 3) is required before starting their role.

2.6 Confirm the offer

- Ensure you have a signed contract that is subject to a satisfactorily completed background check.
- Organise an induction so they meet key people and become familiar with your policies and procedures.

3. Background checks completed by the Disclosure and Barring Service (DBS, formerly known as the Criminal Records Bureau or CRB)

This section offers information about the different types of checks the LTA can complete as a registered body and on behalf of our tennis venue.

3.1 There are four types of background checks:

1. A Standard DBS check;
2. An Enhanced DBS check;
3. A Barred List check (an enhanced check for regulated Activity); and
4. An Overseas Criminal Record (OCR) check.

The LTA can process standard and enhanced DBS checks and Barred List checks for tennis venues and provide support in obtaining an OCR check.

3.2 Which background check should I use?

1. Establish if the person will be working Regulated Activity with children and young people or adults at risk (see section 3 and 9).
2. If someone has lived in the UK for less than two years, you may consider using an OCR check in place of an enhanced DBS check. This is because DBS checks cannot access police information on people who have lived overseas.

4. LTA 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 role 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, 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 Safeguarding Team on 020 8487 7000 or safeguarding@lta.org.uk.

5. Regulated Activity - Children and Young People

This applies to someone who is working or volunteering with children and young people in a 'Regulated Activity', which is defined as unsupervised contact. They must fall into at **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 for 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 for 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 a 'Regulated Activity', this is focussed on the activities required by the adult and not the setting in which the activity occurs. Single or 'once off' contact is defined as regulated activity and must fall into at **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. What is the definition of supervision?

- When a lead person directly observes a person working with children and young people for the duration of a session; OR
- When a lead person is not able to directly observe the person working with children and young people for the whole session but reconvenes with them at the end. This arrangement must not include any overnight stays and should occur less than:
 - 4 days in any 30 day period; or
 - 11 days in any 12 month period.
- A lead person is defined as 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.
- If you are not sure whether someone meets the definition of supervision, please contact the Safeguarding Team.

8. Examples

- a) John is an unsupervised tennis coach at Worple Tennis Club. It is a legal requirement for Worple Tennis Club to obtain a Barred List check as John falls into **type A**. An enhanced DBS check should also be undertaken.
- b) Alex is a receptionist at a High Performance Centre (HPC). It is not a legal requirement for the HPC to obtain a Barred List check. An enhanced DBS check should be undertaken.
- c) Linda is a tennis assistant at Cheadle Tennis Club and is supervised by a Licensed Coach when working. Cheadle Tennis Club is not required to obtain a Barred List check as Linda is supervised by the Licensed Coach. An enhanced DBS check can be undertaken.
- d) Pierre is an unsupervised tennis coach at Oakland Tennis Club. He has recently moved to the UK from France. It is a legal requirement for Oakland Tennis Club to obtain a Barred List check as Pierre falls into **type A**. An OCR check should also be undertaken.