



## RECRUITMENT POLICY

All children should be able to play tennis and squash in a safe and enjoyable environment. This relies on the good practice of adults, on court and off. Bad practice and abuse from a minority of people can undermine the efforts of others. The best way to deal with bad practice and abuse is to prevent it from happening. One important way to do this is to follow safe recruitment practice **before** new employees, volunteers and contractors gain access to tennis and squash venues and events. Anyone who will be in a position of authority over children or other vulnerable people should be recruited with care. This includes volunteers, employees and contractors. Coaches, officials, assistants, committee members, tournament organisers and many others may be included. If someone is going to have substantial contact with children, we must be thorough. This also applies to senior committee members and other club officials who have responsibility for overseeing and managing activities involving children or young people. Unfortunately, serious abuse is often committed by adults who are known and trusted in their community. This means that we should follow good procedures in every single case. Do not be suspicious of the people around you, but be thorough enough to meet our responsibilities.

The club will:

1. **Check background and history** – this is particularly important for employees, but also applies to those seeking senior committee roles and to coaches who are contracted to provide junior coaching. We will ask for a full CV or work history. Ask about any gaps or inconsistencies. This will help spot previous problems or concerns. We might not take a full history from volunteer helpers, but must not be afraid to ask about their experience and skills.
2. **Ask for references** – as with the background and history checks, this is particularly important for employees, contractors and committee members. We will ask for the names of two referees and follow these up. Both referees should be people who have known the candidate in a professional capacity for a substantial period of time (at least 3 years). We will ask them to comment on the candidate's suitability to work with children and vulnerable people and about the quality of their work. We will also ask if they ever had reason to take disciplinary action against the candidate. We may not require references for volunteers taking on minor roles, if they are well-known to us or other club members. However, consider pursuing these for volunteers taking on large or important roles. We will make all roles subject to satisfactory references and be prepared to follow this up, if they are not produced.

3. **Get a Disclosure and Barring Service (DBS) criminal record disclosure** – We will seek a DBS disclosure from anyone who will be coaching or in sole charge of children or vulnerable people. Other people who should complete a disclosure are: senior committee members; junior co-ordinators and captains; coaching line-managers; and others who may be required to deal with sensitive information involving welfare or disciplinary issues. We will normally request a DBS check on anyone who is new to the organisation, or taking on a child-related role for the first time. While we wait for a DBS check to come back, we will use 'self-disclosure' as an interim measure, but will make things clear to the candidate: they could be asked to leave their role, if the DBS reveals anything of concern and inaccurate self disclosure can lead to further action.
- 4 **Set up agreements or contracts** – we will make sure that roles and responsibilities are absolutely clear. Even for volunteers, there will be a clear 'line manager' who takes responsibility for supporting and overseeing the role. There will also be clear expectations around conduct. We will ask all employees and volunteers to adhere to the code of conduct for those working with children. For employed and contracted coaches, we will make sure we have proper contracts in place. Any contract will clearly outline the roles and responsibilities of the parties and include details of how performance will be monitored and reviewed. It should also make it clear that action will be taken if conduct falls short of the relevant standards.
- 5 **Organise an induction** – make sure that all new starters are given a proper induction. This will include information on the standards expected of those working with children and on the arrangements in place at the club for ensuring the welfare of children and young people.

#### **What if the recruitment process reveals a concern?**

If we are concerned that a candidate might pose a risk to children, we will get advice on what to do by contacting the club Welfare Officer.

By taking recruitment seriously, we can help to make tennis and squash friendly, professional and safe for children and young people.