

# SAFE RECRUITMENT POLICY



This policy was approved by the MLTC committee on 16<sup>th</sup> October 2024  
It will be reviewed in October 2027(3 years)

# SAFE RECRUITMENT POLICY

## PURPOSE AND SCOPE

MLTC is committed to safeguarding children (anyone under 18) and adults at risk. MLTC conducts criminal record checks (such as Disclosure and Barring Service (DBS) checks) or similar) on applicable positions as part of this process.

The aim of the Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying for paid or voluntary roles where they will have access to those vulnerable groups.

This Policy shall be applied consistently in relation to all staff, coaches and volunteers 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 applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with MLTC

## VOLUNTEERS

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.

All volunteers are members of the club and agree to abide by the club's policies and code of conduct.

## COACHES

The coaching staff are managed by the Head Coach. It is the Head Coach's responsibility to ensure that all of the coaching staff have the following:

- LTA Accreditation (Level 2 Coaches and above)
- A current DBS check (all persons working in the coaching programme who are 16 or above)
- Up to date Safeguarding training
- Up to date First Aid training

Level 2 Coaches and above will not be able to work at MLTC if any of the above or not current and up to date.

During the application process applicants will be asked by the Head Coach 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 unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

The Head Coach 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. The Head Coach 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. Referees should include someone who can comment on the applicant's previous work with children (where possible). 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 satisfactory completion of all vetting processes including references.

MLTC provides an induction pack for all new coaches and volunteers which includes our safeguarding policies and procedures. As part of the induction process all coaches and volunteers are required to complete an initial probationary period of 3 weeks to ensure that their conduct, performance, behaviours and attendance meet the required standards.

## **DBS CHECKS**

Any individual 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. MLTC 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, coaches 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.

## **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, MLTC 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.

## **RELATED POLICIES AND PROCEDURES**

This policy should be read alongside our Club's policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Photography and filming
- Safeguarding policy

This policy is reviewed every three years (or earlier if there is a change in national legislation).