

WORKFORCE/VOLUNTEER SAFE RECRUITMENT PLAN

Safer recruitment

Bristol Central Tennis Club is committed to the safe and inclusive recruitment, induction, training and support of all its volunteers and workforce. The club relies upon the goodwill and voluntary efforts of its members in helping the club to operate for the enjoyment and safety of all members and visitors to the club, and we are grateful to all those who assist. However, it is important that the individual has the right skills, knowledge and attitude for their role. Also, that anyone undertaking a role that involves contact with or responsibility for children (or other vulnerable groups) should submit to a DBS (Disclosure and Barring Service) check if required.

To this end, when recruiting, the club will undertake the following steps:

- a clear role description (what tasks will be involved) will be written
- a person specification (what experience or attributes the successful candidate needs in order to carry out the role) will be drawn up
- the post will be advertised within the club and on occasion wider as appropriate
- an application form to gather relevant information about each applicant may be required
- written references will be required for certain posts
- an interview will be given
- where required, a DBS criminal records check will be undertaken
- qualifications and experience will be verified (NB. All coaches must be LTA accredited or equivalent)
- risk assessment of any concerning information will be done
- the recruitment decision will be recorded
- induction will be given, including a requirement to read the club's Policies and Codes of Conduct and agree to uphold them and to undertake safeguarding training as necessary
- an acceptance form will be signed.

This policy is based on the LTA guidelines and forms part of our Policies and Procedures. It was adopted by the full committee of BCTC on 30th August, 2018. This policy will be next reviewed in August 2021.

Dates reviewed	Summary of changes