

BERKHAMSTED
LAWN TENNIS &
SQUASH RACKETS CLUB



Broadwater, Lower Kings Road, Berkhamsted, Herts, HP4 2AL
Tel/fax: 01442 863393 e-mail: manager@bltsrc.co.uk website: www.bltsrc.co.uk

Safer Recruitment Policy - taking on new Employees & Coaches

Six steps to safer recruitment:

1. **We take a background and history** – We always ask anybody who applies for a job at the Club as an employee or as a coach for their CV and work history. We would ask about any gaps or inconsistencies as we recognise that this can be a very useful way of spotting previous problems or concerns.
2. **We ask for references** – We 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 would ask them to comment on the candidate's suitability to work with children and vulnerable people, and about the quality of their work. We would also ask if they ever had reason to take disciplinary action against the candidate.
3. **We get a DBS check** – All coaches are required to provide us with an up to date DBS. They are not allowed to start work until they have one. DBS are required to be updated every 3 years.
4. **Safeguarding course** – All coaches are required to have undergone an LTA or ES approved Safeguarding course. They are not allowed to start work until they have completed the course.
5. **Set up a Contract** - On appointment, all employees and coaches are required to sign a contract.
6. **We then would organise an induction** – We ensure that all new starters are given an induction pack. This includes information on the standards expected of those working with children and vulnerable adults, and on the arrangements in place at the Club for ensuring the welfare of children and young people. We give new starters copies of the following:
e

- Safeguarding Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Diversity & Inclusion Policy
- Codes of Conduct
- Details of the Club Welfare Officer