



# Safe Recruitment Policy

# SAFE RECRUITMENT POLICY

## PURPOSE AND SCOPE

Tennis Central Scotland is committed to safeguarding children (anyone under 18) and adults at risk. Tennis Central Scotland complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. Tennis Central Scotland conducts criminal record checks (such as Disclosure and Barring Service (DBS) checks, Protecting Vulnerable Groups (PVG) scheme 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.

Individuals involved in the recruitment and selection of staff, coaches and volunteers are responsible for familiarising themselves with and complying with the provisions of this policy.

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 Tennis Central Scotland.

## RECRUITMENT PROCESS

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 PVG 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 PVG check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants are asked 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 unspent offences. Where the information raises a safeguarding concern, details will be shared with the LTA Safeguarding Team.

We 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. We 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.

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

## **PVG CHECKS**

Any individual intending to work in Regulated Activity with children, young people or adults are required to complete an PVG 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 a PVG check before commencement of employment or engagement and at least every 3 years during their employment or engagement. Tennis Central Scotland 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 PVG check completed through the Tennis Scotland, and an Overseas Criminal Record check if appropriate.

In order to minimise risk, if a role is not defined as Regulated Activity but requires a PVG 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 President or Secretary 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 (PVG 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 PVG check.

All agency workers and contractors used by the Tennis Central Scotland are required to always comply with the PVG Check requirements as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency the Tennis Central Scotland will require the Agency to withdraw the temporary worker immediately. Furthermore, the Tennis Central Scotland will consider the implications of these Policy requirements on the provision of service agreements for all contractors, including any additional vetting requirements for those roles engaged in Regulated Activity with children, young people or adults at risk.

## **DBS CHECKS REVEALING CONTENT**

A PVG check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the PVG. PVG checks may also disclose other relevant information based on the position applied for.

Tennis Scotland will receive a notification when a PVG check has revealed content (*ie* an offence); however, Tennis Scotland will not know the details of the content.

When Tennis Scotland receives a notification that a PVG check has revealed content, the applicant will be asked to provide the original PVG check for review. Tennis Scotland will then review the information to decide if any further information or action is required.

If the PVG is not provided to Tennis Scotland for review, Tennis Central Scotland 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 Tennis Central Scotland policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Photography and filming
- Use of changing rooms
- Safeguarding policy
- Safeguarding at events, activities and competitions

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

District President/Chairperson: Alan Christie

Date: May 2026

District Welfare Officer/Safeguarding Officer: Lucy MacKechnie

Date: May 2026