



Safe Recruitment Policy

The Bourne Club is committed to Safeguarding children (anyone under 18 years of age) and adults at risk. The Bourne Club conducts disclosure and barring service (DBS) checks on all 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 roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff 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, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief(s) sex, or sexual orientation.

Recruitment Process

If a role requires working with children (anyone under 18) or adults at risk, we will always require evidence of an enhanced DBS check.

We will advertise for any vacant positions at The Bourne Club and any adverts and/or job descriptions will refer to any requirements to complete the appropriate DBS check.

All applicants are required to supply their employment history (either paid or voluntary), full address and copy of their passport.

We will take all reasonable steps to confirm the applicants' suitability for the role, including: verifying qualifications through National sporting bodies such as the LTA (Lawn Tennis Association) or England Squash and assessing skills and relevant experience. 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 and how they would handle a certain situation.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. 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 to satisfactory completion of all vetting processes including references.

The Bourne Club provides an induction programme for all new staff which includes our Safeguarding policies and procedures and Diversity & Inclusion Policy.

DBS Checks

Any individual intending to work in regulated activity with children, young people or adults is required to complete an enhanced DBS check and barred list check before commencement of employment and/or contract being issued, this is to be renewed at least every three years during their employment and/or contract.

Regulated activity is work that a barred person must not do. It is defined in Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

At The Bourne Club, all contracted coaches and substitutes are required to have an enhanced DBS check.

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, engagement or contract being issued. The Bourne Club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment, engagement or a contract are subject to the receipt of a satisfactory DBS check through the LTA or National Sporting body of their racket sport, and an overseas criminal record check (if appropriate).

In order to minimise risk, for volunteer roles only, if the enhanced DBS check is required (because the role involves direct contact with children) and this check takes much longer than anticipated, in exceptional circumstances where a delay in employment, engagement, or contract may cause significant operational difficulties, the Club President and Welfare Officer may authorise an individual to commence their work in a supervised capacity. However, this does not apply to coaches or to those working in roles considered as Regulated Activity.

If we are not satisfied with the outcome of any of the above checks (DBS or Overseas Criminal Records check), we may decide to withdraw a conditional offer of employment, engagement and contract. We may also withdraw a conditional offer of employment, engagement or contract if an applicant has failed to cooperate with this process or if the process has not been completed within reasonable timescales.

Staff who begin performing additional duties or a different role that moves into Regulated Activity will be asked to complete a new Enhanced DBS and Barred list check.

All applicants are asked to provide their original DBS (or a photo) for review. This is done before employment, engagement or start of a contract and when a new DBS is applied for. For anyone on the DBS update service, a check will be carried out by the Welfare Officer at any point of the renewal (every three years). Records are kept showing the expiry date of all DBS checks.

This policy is reviewed every two years (or earlier if a change in national legislation occurs or if a serious incident happens).

Club Manager	Marissa Ivey	25/09/2024
Welfare Officer	Nikki Condren	14/08/2024

Next review date is September 2026.