



Cambridge University Real Tennis Club

# Recruitment Policy - Club

## Club

The Club will ensure that all reasonable steps will be taken to ensure unsuitable people are prevented from working with young people and vulnerable adults. Therefore, the following steps will be taken when recruiting paid staff or volunteers, either full-time, part-time or on a 'one-off' employment.

### a Advertising

If any form of advertising is used to recruit staff, it will reflect the aims of the organisation and where appropriate, the particular programme involved to include:

- The responsibilities of the role
- The level of experience and qualifications required (eg experience of working with young people and in what role is an advantage)
- The organisation's open and positive stance on safeguarding and protecting young people
- That the advertised jobs/roles comply with the T&RA Equality and Diversity Policy Statement (See *Appendix A* of CURTC's Safeguarding and Protecting Young People and Vulnerable Adults Handbook)

### b Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- A job/role description including roles and responsibilities
- A person specification (e.g stating qualifications or experience required)
- An application form

### c Application

All applicants, whether for paid or voluntary, full or part-time positions, should complete an application form which should elicit the following information:

- Name, address and National Insurance Number (confirm identity and right to work)
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport (to confirm experience and identify any gaps)
- Any criminal record, including convictions, cautions and formal warnings
- Personal Disclosure - whether the applicants are known to any children's services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence (see *Appendix C* for Personal Disclosure Form)
- Any former involvement with sports
- The applicant's consent to criminal record checks being undertaken if necessary
- The applicant's commitment to abide by the Club/T&RA Codes of Conduct

## d Screening and Checking

- A minimum of two written references should be taken up and at least one should be associated with former work with children/young people
- All references must be followed up and confirmed by phone
- If concerns arise about the suitability of the individual through the reference, contact the T&RA Designated Officer at the T&RA's Head Office
- A Disclosure and Barring Service (DBS) disclosure must be completed
- The T&RA has the jurisdiction to act upon any concerns arising through a DBS check

## e Interview

The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form. It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- Prepare questions in advance that will give the applicant an opportunity to demonstrate their relevant experience

As well as considering an applicant's ability to fulfil a position, it is also important to assess their attitudes and commitment to young person welfare. Examples questions are:

- 'Tell us about any previous experience you have working with young people?'
- Give a child-related scenario and ask what they would do eg 'it is a winter evening and the training session has finished. A parent has not arrived – what would you do?' The applicant would be expected to say that they would stay with the child and contact parents to find out where they are
- 'Is there anything that we should know that would affect your suitability to work with children or young people?'

All offers are subject to two satisfactory references and a qualification check. Where relevant, a satisfactory DBS and/or approval of a work permit may also be required. References will be requested once applicants have indicated acceptance. If, subject to offer, the references or DBS checks are not satisfactory, the offer may be revoked.

## f Induction

All staff/volunteers whether paid or voluntary must undergo an induction (formal or informal) to include:

- Signing up to the club's safeguarding policy and procedures, best practice guidelines and any codes of conduct that are appropriate
- Confirming and agreeing roles and responsibilities
- Any training needs are established and actioned
- An initial period of supervision or mentoring could be introduced to support the volunteer/staff member

## g Training

If an applicant/volunteer has no experience of working with children, consideration should be given as to the level of training that can be provided/may be required. Ongoing training will be provided to support the individual to fulfil their role. Appropriate Safeguarding and Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

The T&RA recommends all adults working with children and young people attend UK's Safeguarding and Protecting Children in Sport three-hour awareness course <https://thecpsu.org.uk/training-events/introductory-safeguarding-training/>

## **h** Monitoring

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

- Receive feedback
- Identify training needs
- Set new goals
- Highlight any concerns about inappropriate behaviour