



Safe Workforce and Volunteer Recruitment Policy

Purpose and Scope

Rustlings Lawn Tennis Club is committed to safeguarding children (anyone under 18) and adults at risk. The aim of this Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying/volunteering for roles where they will have access to those vulnerable groups.

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

All Coaches (Level 2 and above) at Rustlings Lawn Tennis Club must be LTA accredited. This ensures that the necessary checks are carried out. These checks are not required for Level 1 coaching assistants working under the supervision of an LTA accredited coach.

The LTA hold current records of the LTA accreditation and DBS status of all coaches, which are reviewed at least annually by the Welfare Officers.

Any other adult or volunteer assisting the coaching team, or having weekly contact with children, without parents/guardians being present must consent to having a Disclosure and Barring Service (DBS) check carried out by the LTA Safe and Inclusive Tennis Team.

Volunteer Recruitment and Retention

Advertisement for volunteers

Rustlings Lawn Tennis Club uses appropriate means to advertise for volunteers, taking into account the principles of its Diversity and Inclusion policy.

The following factors are considered when recruiting a volunteer:

- Does the volunteer hold relevant and current qualifications for the role (if necessary)?
- Do they have the skills necessary to undertake the role?
- Do they have experience of working with the age group/level of player?
- Where was the previous experience gained?
- Does the volunteer agree to undertake any required training courses?
- Do they hold adequate insurance cover (if necessary)?

Potential volunteers will meet with a member of the Management Committee to assess their suitability for the role. A DBS check will be carried out and references sought if the role involves working with children or vulnerable adults in any capacity.

Induction of volunteers

An induction will be delivered by a member of the Management Committee.

This will include an outline of the membership of the Management Committee along with their roles and responsibilities.

The volunteer will also be introduced to and receive copies of the following policies via email:

- Safeguarding policy
- Diversity and Inclusion
- Policy for Use of the Changing rooms and Showering Facilities
- Privacy policy
- Guidance on use of photography and filming
- Volunteer recruitment and retention
- Health and safety
- Any other documentation or information relevant for the role

Resolving problems

The relationship between Rustlings Lawn Tennis Club and its volunteer workers is voluntary and not contracted. However, it is important that Rustlings Lawn Tennis Club is able to maintain its agreed standards of service to members, and it is equally important that volunteers should enjoy making their contribution.

If the work of a volunteer does not meet the standards expected by the Club, these steps will be taken:

- An initial meeting with a member of the Management Committee to explain their concerns.
- If this does not resolve the concern, then a meeting with the Chairman will be convened.
- If their work still does not meet the expected standards, then the Management Committee may choose to stop using their services.

If the volunteer is dissatisfied with any aspect of their work they should:

- Give an initial explanation of their dissatisfaction to the appropriate member of the Management Committee.
- If that does not resolve the concern, then a meeting should be convened with the Chairman.
- If that does not resolve the issue, then a formal meeting of the Management Committee should follow.
- If, after this, the Club is still unable to resolve the grievance, then it may decide that it would be inappropriate for the volunteer to continue. At all times, the volunteer will be free to state their case and a friend can accompany them.

This policy is available to all and will be reviewed every three years (or earlier if there is a change in national legislation).

Club Committee Chair: John Peak

Date: 30th April, 2023

Club Welfare Officers: Martina Daly and Jane Morgan

Date: 30th April, 2023