



ATLANTIC RACQUET CENTRE (ARC) SAFER RECRUITMENT POLICY

The basic principles of this policy apply to those individuals who are working with or on behalf of ARC either as an employee or as a volunteer.

ARC is committed to safeguarding children and adults at risk.

ARC complies with National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process.

ARC conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

The aim of the Safer Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles or helping to deliver activity at ARC.

The ARC management and trustees, who are responsible for the recruitment and selection of staff and volunteers, is responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

Recruitment Process

If a role involves working with children or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required.

ARC will advertise any vacant position and adverts and/or job descriptions will state whether there is a requirements to complete an appropriate DBS check.

All applicants are required to complete an application, which should be based on the requirements of the advertised role, to ensure there is documented information to 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 unprotected spent 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 details of at least two referees during the application process. References are normally sought after a conditional offer of employment has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment has been made. All conditional offers of employment are subject to a satisfactory completion of all vetting processes, including references.

ARC provides an induction programme for all new employees and volunteers which includes safeguarding training and related policies and procedures. As part of the induction process all new individuals are required to complete an initial employment probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

DBS Checks

Any individual intending to work in Regulated Activity with children, young people or adults at risk are required to complete an Enhanced DBS check and Barred List check before commencement of their duties and thereafter at least every 3 years during their time with ARC.

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, young people or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of their duties and thereafter at least every 3 years during their time with DevonActivity at ARC.

ARC will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment are subject to receipt of a satisfactory DBS check completed through the LTA, and an Overseas Criminal Record check if appropriate. In order to minimise risk, if a role is not defined as Regulated Activity but requires an Enhanced DBS check and this check takes much longer than anticipated, in exceptional circumstances where a delay in employment may cause significant operational difficulties the Chair of the ARC Management Committee may authorise an individual to commence duties in a supervised capacity. However this does not apply to roles considered as working in Regulated activity.

If ARC is not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) they may withdraw a conditional offer of employment. We may also withdraw a conditional offer of employment if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

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

All agency workers and contractors engaged by ARC are required to comply with the Enhanced DBS and Barred List Check requirements at all times as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency ARC will require the Agency to withdraw the temporary worker immediately. Furthermore ARC 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 DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the advertised position. The LTA will receive a notification when a DBS check has revealed content (i.e. an offence); however, the LTA will not know the details of the content.

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

If the DBS is not provided to the LTA for review, ARC may withdraw any conditional offer of employment and take appropriate steps to prevent the individual from working with children and adults at risk.

This Policy is recommended for approval by:

Signed: 

ARC Chair: Anoushka Lynd

Date: 12/04/2024

Signed: 

Club Welfare Officer: Tish Shere

Date: 12/04/2024