



Safe Recruitment Policy

Introduction

Putney Lawn Tennis Club is committed to safeguarding and promoting the welfare of all its members. As part of this commitment, we have a robust safe recruitment process to ensure that all staff, coaches, and volunteers are suitable to work with children and vulnerable adults.

Recruitment Procedure

1. **Job Descriptions:** All roles will have clear descriptions outlining responsibilities and safeguarding requirements.
2. **Advertising:** Job advertisements will include a statement about the club's commitment to safeguarding.
3. **Application Process:**
 - All applicants must complete an application form.
 - References will be requested and verified for shortlisted candidates.
4. **Interviews:** Interviews will include questions on safeguarding awareness and experience.
5. **Background Checks:**
 - Enhanced DBS checks will be conducted for all roles involving regular contact with children or vulnerable adults.
 - Checks will be repeated every three years or as required by law.
6. **Induction and Training:**
 - New recruits will receive safeguarding training and be introduced to the club's policies.

Ongoing Monitoring

- Staff and volunteers are expected to adhere to the club's Code of Conduct.

- Performance reviews will include an assessment of safeguarding practices.

Reporting Concerns

Any concerns about a candidate or staff member's suitability should be reported to the Club Welfare Officer immediately.

Review

This policy will be reviewed annually to ensure compliance with safeguarding standards.