



# Recruitment Policy

## 1. General

- 1.1. Coombe Wood LTC is committed to the engagement or recruitment of committee members, coaches, volunteers, staff, and consultants who are committed to the welfare of the club and all those associated with it, and who have the appropriate qualifications and clearances for their respective roles.
- 1.2. Most of the roles within our club are fulfilled by volunteers, and we will let members know what roles are available by appropriate communication, typically through regular emails.
- 1.3. More formal advertisement and recruitment procedures will be exceptional, such as for the recruitment of the club's head coach. The detail of any more formal recruitment procedures will be agreed in advance by the Committee, and will be open, fair and robust.
- 1.4. We will be clear where the role will involve working with children, young people or adults at risk and that in these cases criminal record checks may be required as below.



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## 2. Criminal Record Checks

- 2.1. These will be undertaken in accordance with current best practice as advised by the LTA ([www.lta.org.uk](http://www.lta.org.uk)).
- 2.2. Some common roles are listed below with a guide as to whether they require a Criminal Record Check. There are two types of check depending on role, enhanced and enhanced with barred list. The list below is a guide and the level of check may vary depending on each individual – CWLTC will consult the LTA and use resources provided by H.M. Government as needed on a case by case basis.

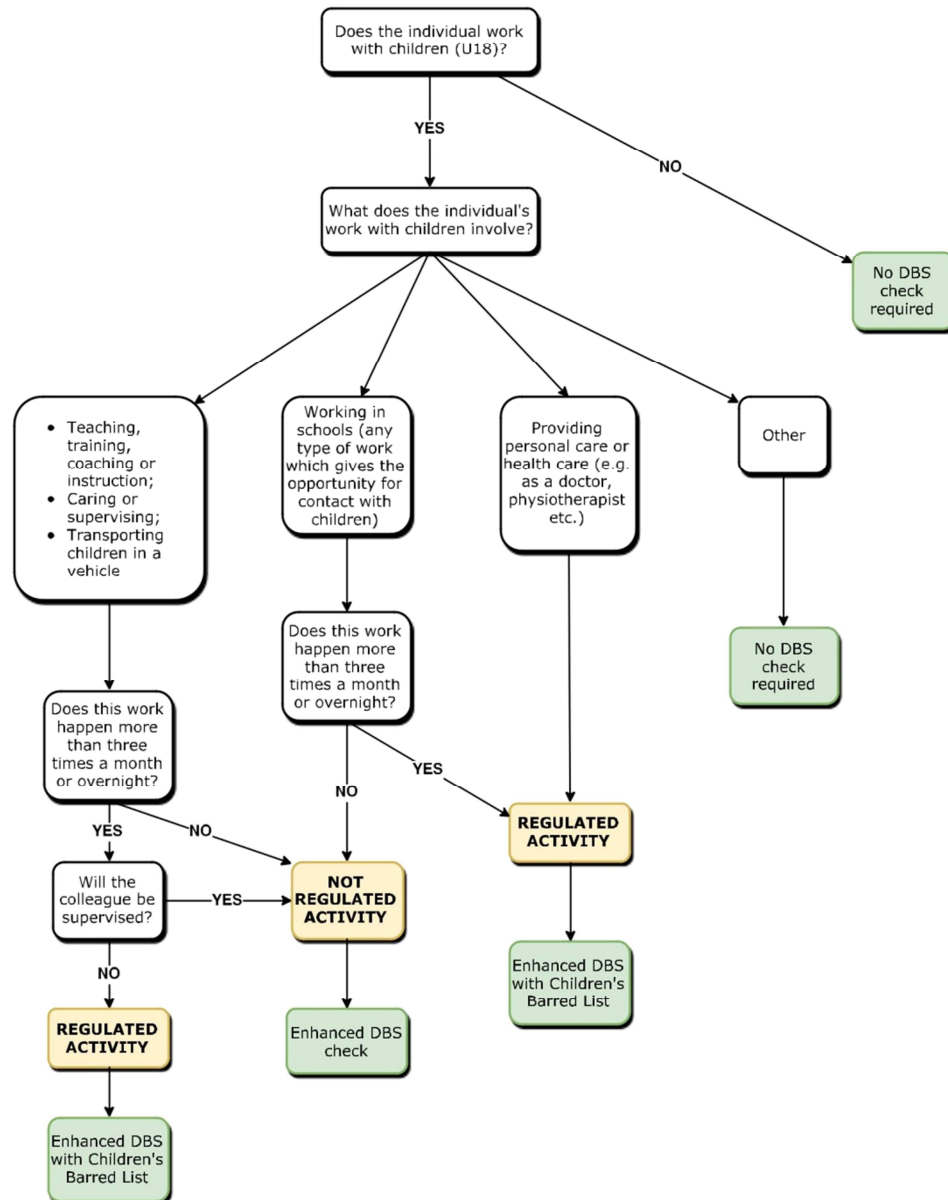
Role	Enhanced	Enhanced with Barred List
Head Tennis Coach	No	Yes
Tennis Coach	No	Yes
Assistant Tennis Coach*	Yes	No
Welfare Officer	Yes	No
Junior Helper / Tennis Leader **	Yes	No
* indicates the individual is under regular supervision by a Level 3 or above coach when working with children. Level 2 Assistant Coaches are qualified to coach groups under the umbrella of a Level 3 or above coach, not necessarily under their direct supervision. In this instance they may be required to have the Enhanced with Barred List DBS check.		
** indicates the individual is under regular supervision by an adult when working with children		
Please note that individuals must be at least 16 years old in order to complete a DBS check. Individuals under the age of 16 who work with children should be supervised at all times and not be given (or left in) a position where they have direct responsibility for children.		
Source: LTA Venue Minimum Standards – accessed March 2018		



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2.3. We will also be guided by the LTA's Working with Children DBS Flowchart:

## Working with Children DBS Flowchart



## 3. Related Policies and Guidance

3.1. Further advice and guidance on the recruitment process is available from our Chair or Honorary Secretary, and on clearances from our Welfare Officer.

3.2. Related policies: Diversity and Inclusion