



SAFE RECRUITMENT POLICY - COACHES AND VOLUNTEERS

HLTC is committed to safeguarding children (anyone under 18) and adults at risk. Currently HLTC does not employ any staff but if this does become necessary in the future HLTC will comply with LTA National Safe Recruitment Procedures and relevant legislation including Disclosure and Barring Service (DBS) checks and will ensure a consistent and thorough recruitment process. At that stage this policy will be updated.

The aim of the Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

COACHES - (See Junior Coach Guidelines)

1. Newly appointed coaches will be required to provide a CV and references. Normally new coaches will be contacted following a good recommendation. 3 or 4 members of the committee will interview the proposed coach. This will normally be the President, Hon Secretary, Club Captain and Welfare Officer.
2. The Welfare Officer will ensure that the proposed coach is accredited, has completed a safeguarding course and has a DBS check. The Welfare Officer will keep a record of dates of DBS checks and courses.
3. New coaches will be given an induction by members of the committee (President, Club Captain, Hon Secretary or Welfare Officer)
4. Junior helpers are chosen by the Junior coach and are required to have a good rapport with children, be caring, have good interpersonal skills and a particular interest in tennis. Once they reach the age of 16 they are required to have a DBS check, details of which must be provided to the Welfare Officer and a self-declaration while waiting for the DBS check.
5. Junior helpers are trained by the Junior coach to ensure a safe and enjoyable session for children. Before the start of each coaching session the Junior coach will ensure that the helpers are conversant with the content of the coaching session.
6. Junior helpers who wish to progress their skills will be advised of the LTA's coaching programme and encouraged to take their Level 1 certificate.

VOLUNTEERS

Committee members:

Members who wish to assist HLTC on its committee must be proposed and seconded by a current member and approval will be sought at the AGM. The volunteer will be provided with a job description and will be advised if a DBS check is required for the particular role.

Welfare Officer:

The HLTC committee will seek to encourage a member with some safeguarding background to apply for this volunteer position. In addition to the job description the volunteer will be directed to the LTA website which provides details of the requirements of this role, including safeguarding training and a DBS check.

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

Updated December 2025