

# Burnham Tennis Association

## Guide to Safer Recruitment: Taking on Volunteers, Employees and Coaches

Burnham Tennis Association (BTA) recognises that all juniors and vulnerable adults have a right to play tennis in a safe and enjoyable environment. To that end, BTA has adapted the LTA's guidelines on recruitment and applies these to coaching staff, volunteers and other officials working with young people.

These guidelines stipulate that any person who may be in a position of authority over children or vulnerable adults will be thoroughly assessed for suitability before taking up the post.

BTA will conform to the following five steps to safer recruitment before taking on a new coach, contractor, employee or senior member of the BTA Committee:

1. Background checks and history of the applicant
2. References will be checked
3. The individual will be requested to provide a current LTA CRB disclosure or submit a self-declaration for CRB disclosure to the LTA, for which volunteers are not required to pay a fee.
4. Where the individual is an employee or contractor, a detailed contract or Job Description will be agreed to ensure that the individual is aware of his/her lines of management, role and responsibilities.
5. The new starter will be given an in-depth induction to the standards expected of the individual, along with copies of the **BTA Constitution**, **Child Protection Policy** and **Code of Practice for Adult Members**.

Where the candidate is a long-standing and well-known member of the Association, some checks may be less intrusive, but checks will still be carried out, if it is the first time that individual is to be working with children or vulnerable adults.

### Reference sources

- LTA document: *Safer Recruitment: Taking on New Volunteers, Employees and Contractors*
- LTA document: *The Recruitment and Selection of Club Coaches and Officials Working with Children*.