



OBAN TENNIS & SQUASH CLUB

Safe Recruitment Policy

Abstract

Working together to embrace difference and diversity and respect the rights of children and young people.



Peter Mackay, Oban Tennis & Squash Club (Chairman)

Lesley Fraser

07/05/2026

PURPOSE AND SCOPE

Oban Tennis & Squash Club is committed to safeguarding children (anyone under 18) and adults at risk.

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

Individuals involved in the recruitment and selection of staff, coaches and volunteers are responsible for familiarising themselves with and complying with the provisions of this policy.

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

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with Oban Tennis & Squash Club.

DBS CHECKS

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

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 or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check completed through the LTA/Scottish Squash, and an Overseas Criminal Record check if appropriate.

Should there be committee members or parent volunteers 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.

Oban Tennis & Squash Club are required to always comply with the Enhanced DBS and Barred List Check requirements as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made Oban Tennis & Squash Club will require them to withdraw the temporary worker immediately. Furthermore Oban Tennis & Squash Club 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 position applied for.

The LTA/Scottish Squash will receive a notification when a DBS check has revealed content (i.e. an offence); however, the LTA/Scottish Squash will not know the details of the content.

When the LTA/Scottish Squash 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/Scottish Squash will then review the information to decide if any further information or action is required.

If the DBS is not provided to the LTA/Scottish Squash for review, Oban Tennis & Squash Club may withdraw any conditional offer of employment or engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

RELATED POLICIES AND PROCEDURES

This policy should be read alongside Oban Tennis & Squash Club policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Photography and filming
- Use of changing rooms
- Safeguarding policy
- Safeguarding at events, activities and competitions

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chairperson: Pete MacKay

Date: 20.8.24

Welfare Officer: Lesley Fraser

Date: 20.8.24

