



# Oxford University Tennis Club

## DBS Statement

**Oxford University Tennis Club (OUTC) Policy Statement on the use of DBS checks in Safeguarding Children and Young People - relates only to Children and Young People under the age of 18.**

### Background

- OUTC is committed to creating a safe environment for children and young people involved in the game.
- This includes ensuring that people with a history of relevant offending are prevented from contact with children or young people and do not have the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of ‘grooming’ within Tennis. It is also to reduce the risk of such negative influences as drugs, other substance abuse, racism, violence towards others and dishonesty. This is not an exhaustive list but indicates the concerns OUTC has about the people working with children and young people in Tennis.
- OUTC recognises that many people who offend against children and young people are not caught and that offending can be undetected for many years. This means people who offend may not have a criminal record or even a history of allegations against them. Recognising this, OUTC sits this Policy alongside its child protection and best practice education and awareness raising work believing that it is the responsibility of all involved in Tennis to protect children and young people. A holistic and vigilant approach to the welfare and protection of children and young people must be taken.
- OUTC uses the Disclosure and Barring Service and its disclosure system to contribute to the assessment of the suitability of applicants and existing volunteers to work with children and young people. This will only form part of the assessment of a person’s suitability but *may* rule them out of youth Tennis, regardless of their other skills and talents, should the offence(s) be relevant.
- OUTC will make all decisions in the best interests of children and young people and will balance the relevance and significance of the offence and the rehabilitation of the offender with the need to keep children and young people safe.

## Policy Statement

1. OUTC will comply fully with the DBS code of practice, which can be found at [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice) and will treat all applicants and existing professionals and volunteers fairly. It will not discriminate unfairly against an individual on the basis of a disclosure of conviction or other information received from the DBS.
2. The OUTC will make DBS disclosures mandatory for both existing professionals and volunteers within Tennis as well as new applicants.
3. OUTC is committed to recruiting and retaining volunteers and to their fair treatment regardless of their ethnicity, gender, sexual orientation, age, religion, sensory impairment, physical or learning disability or offending background. OUTC recognises the importance of a mix of talent, skills, potential, background, knowledge and experience and wishes to recruit and retain volunteers on this basis. OUTC wishes to positively welcome a wide range of people who can provide role models and support to all children and young people.
4. OUTC will ensure that its guidance on the recruitment and retention of volunteers in Tennis makes clear when a DBS check will be required. This is to ensure that volunteers can make an informed choice as to whether or not to proceed/continue with their offer of help.
5. As the applicant will be involved with children and young adults, OUTC will consider:
  - whether the conviction or other matter revealed is relevant to the position in question
  - the seriousness of any offence or other matter occurred
  - the length of time since the offence or other matter occurred
  - whether the applicant has a pattern of offending behaviour or other relevant matters
  - whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
  - the circumstances surrounding the offence and the explanations offered
6. OUTC will ensure that all persons involved in making decisions or recommendations on its behalf following a DBS check are themselves subject to similar vetting and are properly trained with full knowledge of all the relevant statutory requirements and codes of practice.
7. OUTC will work with the NSPCC and other relevant organisations to ensure that decisions are made using the best possible evidence and research base into offending patterns and offender profiling.
8. A criminal record will not necessarily bar a person from Tennis but OUTC retains the Duty of Care to children and young adults and will make all decisions in good faith with the welfare of children paramount.

9. Following the receipt of Disclosure Certificates with relevant offending OUTC will initiate referral and/or disciplinary procedures which may result in immediate but temporary suspension.
10. OUTC will not generally prohibit a professional or a volunteer from working with children and young people on the basis of a DBS Disclosure without open discussion about the Certificate with that individual. The exception to this will be if additional information is disclosed by police, which OUTC is not able to share. In such circumstances, OUTC retains the right to follow internal case management and disciplinary procedures and if necessary to exclude that person from Tennis until such time as the issue of additional information has been resolved.
11. OUTC will contact applicants and existing professionals and volunteers following DBS checks that indicate relevant offending. Should the individual wish to withdraw at this stage OUTC retains the right to hold the professional's or volunteer's decision on a case file as a recruitment decision.
12. Should the applicant/volunteer wish to continue with their application to volunteer OUTC retains the right to make such investigations as it sees fit and that are reasonable to do.
13. OUTC will make this written policy available to all people applying to be professionals or volunteers at OUTC.
14. The OUTC will ensure that the DBS Code of Practice is available to all. This can be downloaded from [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)

Full information on the Disclosure and Barring Service can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

