



RECRUITMENT POLICY

Old College follows best practice in taking on people to work in our Club. In particular the Club adheres to the LTA's Guidance on Safe Recruitment. (The full policy is available to view on the LTA website: <http://www3.lta.org.uk/safeguardingresources/>). The main principles we follow are:

- Seeking the widest possible range of candidates.
- Ensuring that job or role description accurately reflects the responsibilities, and that the need for appropriate clearances and training is spelt out.
- Selected candidates are interviewed by an experienced panel.
- References are taken up and all appropriate checks, including Disclosure and Barring Service, are undertaken before any appointment is made.
- Any appointee is on probation for three months and that it is the responsibility of the Club Committee to ensure that any necessary training or other qualification is fulfilled.

Authorised by: Club Committee

Date: 17 June 2015