

ITF - ENGLAND Disclosure Policy

- 1 It is our policy to ask for details of any criminal convictions of anyone who wishes to be an Instructor.
 - 1.1 ITF - England will abide by the Disclosure and Barring service Code of Practice.
 - 1.2 Every coach working with the national team will be required to have an enhanced disclosure.
 - 1.3 Possession of a conviction or indication of any other matter on a Certificate of Disclosure will not necessarily be a bar to an individual becoming an coach.
 - 1.4 A Sub Committee of President, Secretary and one other committee member will consider relevant factors before reaching a decision on membership.
 - 1.5 If a candidate disputes the information provided on the Certificate of Disclosure, it is his / her responsibility to contact the DBS to arrange further checks.
 - 1.6 Certificates of disclosure will be held in secure storage.
 - 1.7 We will keep a record of the date of disclosure, the name and the unique reference number of the disclosure.
 - 1.8 We will discuss the issues regarding refusal of membership with the individual concerned.
- 2.0 As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, ITF England complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 3.0 ITF - England is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

- 4.0 We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- 5.0 We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- 6.0 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 7.0 Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within ITF - England and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- 8.0 Unless the nature of the position allows ITF - England to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- 9.0 We ensure that all those in ITF - England who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 10.0 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information

that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

11.0 We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

12.0 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of your offences.