

# **Sydenham Lawn Tennis & Croquet Club Ltd**

## **Staff and Contractor Induction Policy**

This policy covers the recruitment and induction procedures for all staff and contractors ('role holders') at Sydenham Lawn Tennis and Croquet Club Ltd (the 'Club')

There are two main categories of role holders covered by this policy:

- Paid staff, including employees and workers - such as the Club Manager, Bar/Reception assistants and any other employees or workers that work for the Club ('Staff member')
- Paid contractors, including the Head Coach, assistant coaches and leaders, grounds contractors, cleaning contractors, and any other contractors that work for the Club ('Contractors')

### Recruitment

The Club uses appropriate means to advertise for role holders within the Club, taking into account the principles of its Safeguarding and Diversity & Inclusion policies.

Advertisements will normally include a shortened role description and relevant details, such as any deadline and who to contact for further information.

The Club will follow the principles set out in the Club's Safe Recruitment Policy for all role holders who will work with or assist with children, or adults at risk, including ensuring that they obtain an appropriate DBS check through the LTA where appropriate.

### Induction and training

Staff members' and Contractors' induction will be supplied by the Club Manager or Head Coach (apart from for the Club Manager where the induction will be supplied by the Chair of the Board, or another director).

The induction will include:-

1. The responsibilities of the role holder to include providing a role description where appropriate.

## 2. Safeguarding:

- a. Ensuring that the role holder knows who the Welfare Officer is, and who the Deputy Welfare Officers are and reminding them of the Welfare Officer's role;
  - b. Reminding the role holder of the Safeguarding Policy and Safeguarding Summary and where to find these documents;
  - c. Reminding the role holder of their obligation to report any concerns;
  - d. To consider whether the role holder will need a DBS check and to ensure that they apply for the appropriate certificate;
  - e. To ensure that all Tennis Leaders who have not undergone LTA safeguarding have safeguarding training from the Club.
3. Informing the role holder of the Staff Handbook and the policies set out in that handbook and emailing them a copy for their reference.
  4. Reminding the role holder of the Club's Code of Conduct.
  5. Referring the role holder to the main Privacy Policy and to the Privacy Policy for Role Holders, both found on the Club's website and asking him/her to sign a consent form to comply with data protection regulations.
  6. Referring the role holder of all the Club policies and other documents listed below, their duty to comply with these policies and where these policies can be found (the Clubhouse foyer and on the Club website).
  7. Checking whether the contractors have their own insurance and asking to see a copy of their policy.
  8. Informing role holder of any appropriate health and safety information and precautions relevant to their role.
  9. Providing information about procedures to claim any expenses.

### Documents/Activities to be completed:-

1. Staff Handbook – see item 3 above
2. Consent form for Role Holders (online)

## Policies and other documents

Anti-bullying Policy  
Articles of Association  
CCTV Policy  
Code of Conduct  
Compliments and Complaints Policy  
Conflict of Interest Policy  
Disciplinary Policy  
Diversity and Inclusion Policy  
General Rules – Bye-laws  
Online Safety and Communication Policy  
Photography and Filming Policy  
Privacy Policy  
Privacy Policy for Role Holders  
Safe Recruitment Policy  
Safeguarding Policy  
Security of Data Policy  
Staff Handbook  
Use of Changing Rooms and Showering Policy

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

Chair: Gillian Bartlett

Welfare Officer: Dez Lewington