

(Part Two of the TPPR (Page 7 and 8) talks about Recruitment and Screening)

As a Safeguarding Lead

1. When and how to do screening

Screening is mandatory by Club's for Preferred Appointees and Existing Appointees in Positions of Trust (defined as any paid or voluntary position where an adult has direct contact with, authority, power, or influence over children, young people or vulnerable adults)

In the Tennis landscape, the TPPR states that Screening means:

- **Checking referees** – including making enquiries of the person's nominated referees (preferably at least two) as to the person's suitability for the role;
 - **Interviewing the person** – including questioning the person as to their suitability for the role;
 - **obtaining a Police Vetting Check; and/or**
 - **applying an equivalent or higher standard as may be set under applicable legislation.**
- 2. If Screening reveals that a person has been found guilty of, or has pleaded guilty to, any criminal offence, then:**
- regardless of when the offence occurred, **if it involved an offence of violence, abuse or assault against a child or vulnerable adult, murder or a Serious Sex Offence** then:
 - in the case of a Preferred Appointee, the person must not be appointed;
 - in the case of an Existing Appointee, subject to obtaining and following appropriate legal advice beforehand, the appointment of the person should be ended or its terms amended to ensure that the objectives of this Regulation are met.
 - **If the offence is one other than an offence identified in bold above, then:**
 - the Preferred Appointee may, at the discretion of the Club, be appointed, subject to satisfaction of any other criteria for the role;
 - an Existing Appointee may continue in his/her role, subject to any modifications to his/her duties that the Club may within its power and discretion make.
- 3. All Existing Appointees and Preferred Appointees for Positions of Trust must agree to a Police Vetting Check.**
- the Police Vetting Check must be obtained prior to the appointment of a Preferred Appointee and immediately for Existing Appointees.
 - A Police Vetting Check evidenced by original documentation (i.e. the Preferred Appointee or Existing Appointee cannot provide a copy of a Police Vetting Check conducted for an alternate purpose) must be provided to the Club and must then be refreshed every three years.
 - If a Preferred Appointee or Existing Appointee does not agree to Screening, then the Club:
 - in the case of a Preferred Appointee, shall not appoint that person to the role concerned;

- in the case of an Existing Appointee, shall take steps within its power to transfer the person to a role which is not a Position of Trust.
- If no appropriate alternative role exists then, subject to obtaining appropriate legal advice, the appointment of the person should be ended.

All information obtained during Screening, including the Police Vetting Check, must be kept strictly confidential by the Club which seeks it.

- Disclosure of such information should be limited to legal advisers and the persons within the Club who have been delegated the task of Screening or making the appointment (Safeguarding Lead).

All such information must be returned to any Potential Appointee not appointed to the role, or destroyed, unless that person agrees to that information or a part of it being retained by the Club.

The exception is the Police Vetting Check, a copy of which will remain accessible on the Tennis New Zealand Police Vetting database for 3 months.

If a successful Preferred Appointee or Existing Appointee is charged with any criminal offence subsequent to the initial Police Vetting Check, he or she must provide immediate, written notification of that to the Complaints Manager (or, in their absence, their nominee) of the Club that appointed them.

When to seek a Participant Declaration

In addition to Screening, Club's must obtain a Member Protection Declaration (See Members Protection Form Appendix B of TPRR or here) from Preferred Appointees to Positions of Trust during the appointment process.

In the case of Existing Appointees, a declaration should be obtained annually.

- In addition to the specified annual declaration, the Club must request Existing Appointees to submit additional declarations immediately prior to assuming a Position of Trust (e.g. coach / manager travelling as adult supervision of children that involves sleeping away from home).

If a Participant Protection Declaration reveals that a person has something relevant to disclose, the Club will:

- provide an opportunity for the person to respond/provide an explanation; and
- make an assessment as to whether the person may pose a risk to, or otherwise be unsuitable to work with, children under the age of 18 years or vulnerable adults.

If not satisfied that a Preferred Appointee or Existing Appointee is appropriate to hold a Position of Trust, then the Club will:

- in the case of a Preferred Appointee, not appoint that person to the role concerned;
- in the case of an Existing Appointee, take steps within its power to transfer the person to another role which is not a Position of Trust. If no appropriate alternative role exists, subject to obtaining and following appropriate legal advice, the appointment of the person should be ended.