



Sidmouth Cricket, Tennis and Croquet Club

Employment Policy

1. Purpose of the Policy

This policy sets out the principles and procedures that the Trustees of SCTCC CIO (referred to hereafter as SCTCC) will follow when employing staff. It is to ensure that all employment decisions are made fairly, lawfully, and in line with the Charity's objectives, values, and commitment to equality and transparency.

2. Scope

This policy applies to:

- All employees of SCTCC (whether full-time, part-time, fixed term, or casual).
- Prospective employees during recruitment and selection.
- Volunteers and contractors where relevant, to ensure consistent practice.

3. Principles

SCTCC will:

1. Comply fully with UK employment law and The Charity Commission's guidance.
2. Treat all staff fairly, with dignity and respect, ensuring equality of opportunity and diversity in the workplace.
3. Ensure all employment decisions are made based on merit, skills, and organisational need.
4. Provide a safe, supportive, and inclusive working environment.
5. Recognise that staff are key to delivering the Club's charitable purposes and community benefit.

4. Authority to Employ

- The Trustees hold ultimate responsibility for employing staff on behalf of SCTCC.
- All new positions must be approved by the Trustees in advance, including the job description and budget.
- The Trustees may delegate day-to-day employment matters (such as line management, recruitment, or payroll) to a subcommittee, senior volunteer, or officer (e.g. Chairman, Treasurer, or Club Manager).
- Dismissal, redundancy or restructuring decisions must be approved by the Trustees and handled in line with good employment practice.

5. Recruitment and Selection

All recruitment will:

- Be carried out in a fair, open, and transparent manner.
- Be based on a clear and accurate job description and person specification.
- Include proportionate vetting or safeguarding checks (including DBS checks for roles involving children or vulnerable adults),



- Avoid conflicts of interest — Trustees or staff involved in the recruitment process must declare any connection to candidates.

Written contracts of employment will be issued to all staff in accordance with statutory requirements, setting out:

- Terms and conditions.
- Duties and responsibilities.
- Hours and pay.
- Holiday and leave entitlements.
- Notice and grievance procedures.

6. Pay and Benefits

- SCTCC will offer pay rates that are consistent with the nature of the role, local market conditions and legal requirements.
- Any proposed salary levels or pay increases must be approved by the Trustees.

7. Supervision and Development

- Each member of staff will have a designated line manager.
- Regular communication, support, and supervision will be provided to help staff perform effectively.
- Opportunities for appropriate training and professional development will be offered when relevant and within an agreed budget.

8. Performance and Conduct

- SCTCC expects all staff to uphold its values, policies, and standards of conduct.
- Performance will be monitored regularly, and constructive feedback given.
- Misconduct or poor performance will be dealt with fairly by SCTCC, any Disciplinary Procedures will be held in accordance with good employment practice

9. Health, Safety and Wellbeing

- SCTCC is committed to providing a safe and healthy working environment for all staff, will take all reasonable steps to protect staff welfare and to provide appropriate facilities.
- Staff must comply with the SCTCC Health and Safety Policy and report any hazards, incidents, or concerns promptly.

10. Safeguarding

Any role involving contact with children or vulnerable adults will be subject to the SCTCC's Safeguarding Policy. This includes:

- Appropriate DBS checks.
- Adherence to safeguarding codes of conduct.
- Ongoing awareness training where relevant.



11. Equality, Diversity and Inclusion

- SCTCC is committed to providing a workplace where everyone is treated with fairness and respect. Discrimination, harassment, or victimisation will not be tolerated.
- All employment decisions will be based solely on merit, competence, and organisational need.

12. Record Keeping and Confidentiality

- Employee records will be kept securely and in accordance with data protection laws.
- Personal information will be used only for legitimate employment purposes.

13. Review

This policy will be reviewed at least every two years or sooner if there are changes in legislation or Charity Commission guidance.

Approved by the SCTCC Trustees

Date of Approval: 31st March 2026

Review Date: Bi-Annually or as required