

## Safeguarding Information:

### Delivery Policy

The LTA is not responsible for the delivery of any disclosures to an applicant as these are sent directly from the Disclosure and Barring Service (DBS). When the LTA is used as an Umbrella Body, we provide the disclosure results to the employing organisation via email.

Actual delivery times may vary depending on:

- Delivery address; and
- Circumstances impacting delivery by the Royal Mail.

When an applicant is required to send their disclosure to the LTA, we will return it by First Class post, unless an alternative method is stated and paid for by the applicant on the Payment Status Form (below).

We reserve the right to use alternative methods without prior notification and you will not hold the LTA responsible for the loss of any disclosures in the postal system and any subsequent fee should you request a re-issue of the disclosure.

You will not hold the LTA responsible for any delays, outside our control, which relate to the delivery of completed disclosures.

The LTA reserves the right to cancel access to the online disclosure system if it becomes apparent that, in our sole opinion, the postal service in your area is too unreliable.

## Payment Status Form

When an applicant is required to send their disclosure to the LTA, we will return it by First Class post, unless an alternative method is stated and paid for by the applicant.

We reserve the right to use alternative delivery methods without prior notification and you will not hold the LTA responsible for the loss of any disclosures in the postal system and any subsequent fee should you request a re-issue of the disclosure.

You will not hold the LTA responsible for any delays, outside our control, which relate to the delivery of disclosures.

In line with the HM Government's guidance 'Information Sharing for Practitioner and Managers' (2008), the LTA may inform your employer/place of work if you do not undertake the risk assessment process and we do not receive your DBS check.

Please refer to the LTA's Delivery Policy for more information <http://www.lta.org.uk/dbs>

**The Safeguarding Team will return your DBS Check within 5 working days. Please confirm how you would like your DBS Check returned to you by selecting one of the options below**

Return my DBS Check by:	Special Delivery - £6 <input type="checkbox"/>
	Recorded Delivery - £2 <input type="checkbox"/>
	1 <sup>st</sup> Class - £0 <input type="checkbox"/>
I would like to pay for the return postage by:	By credit/debit card <input type="checkbox"/>
	Card (please circle) – Visa / Mastercard / Switch
	Name on Card .....
	Card Number ____ / ____ / ____ / ____
	3 digit security number (on back of card) ____
	Expiry date __ / ____

Please send your original DBS Check and Payment Status Form to the following address:

The Safeguarding Team  
The Lawn Tennis Association  
100 Priory Lane  
Roehampton  
London  
SW15 5JQ

**Name**

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**Signed**

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