



## Welfare & Safeguarding Officer Role Description

### Overview of the Role

The Welfare Officer is responsible for promoting safeguarding at Shinfield Tennis Club and working with others to ensure a safe and inclusive environment is achieved

### What you will be doing

- Completing the annual venue registration with the LTA
- Working with others in the club to promote safeguarding, diversity and inclusion and ensuring compliance with the LTA's minimum standards for venue registration
- Working with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the club's Welfare Officer are visible and available
- Working with others in the club to promote the club's Code of Conduct(s)
- Ensuring safeguarding, diversity and inclusion is followed on committee meeting agendas
- Acting as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified
- Working with the LTA Safeguarding Team when concerns arise within the club
- Maintaining contact details for the LTA Safeguarding Team and key statutory agencies
- Contacting the Local Authority children's or adults' social care teams and the police about concerns where appropriate
- Working with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards
- Working with the Committee, CLTA and the LTA to facilitate the completion of any action plan to address the results of an audit
- Working with others in the venue to ensure the relevant people at the venue have completed a satisfactory criminal records check

### Skills and experiences needed for the role

- Tactful, discrete and able to resolve conflict
- Engaging and supportive
- Approachable and trustworthy
- A good listener and friendly

The Welfare Officer must not be a member of the venue's coaching team and should not be related to a member of the coaching team.

### Training and support available

Before starting in this role, you will need to have attended Safeguarding and Protection in Tennis training (through the CLTA or another course approved by the LTA) and "Time to Listen" training. You are encouraged to have yearly training updates. You will receive ongoing support from the Management committee and the CLTA.

### Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 1 - 2 hours per week
- You will need to attend committee meetings, key events, open days and junior competitions

### Further Information

- This role requires a DBS check

