# 

**Suffolk LTA**

**County Safeguarding Officer’s Role**

# COUNTY SAFEGUARDING OFFICER ROLE

## About the role

The County Safeguarding Officer will be responsible for assisting the LTA Safeguarding Team in promoting and embedding a culture of safeguarding in their county. They will assist in supporting registered venues to put in place procedures to safeguard children (U18) and adults and engaging with venue Welfare Officers.

## Key Accountabilities

* Assist the LTA Safeguarding Team to promote a safeguarding culture across the county.
* Ensure, if applicable, that the County website is updated with Safeguarding information.
* Assist the LTA to implement its safeguarding strategy at county level.
* Engage with venues and Welfare Officers on safeguarding and diversity and inclusion matters and updates.
* Encourage registered venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer, policies and codes of conduct and providing details of local courses.
* If required, assist clubs to escalate any concerns or allegations to the LTA Safeguarding Team at the earliest opportunity.
* Attend LTA Safeguarding Conferences or other forums as required.
* Where applicable ensure safeguarding updates are on club forum content
* Assist County to ensure events are run safely using LTA event guidance.

## Person Specification

#### Someone who can promote safeguarding, diversity and inclusion and will bring teamwork, integrity and excellence in their work.

### Previous experience could include:

* Working with tennis venues
* Working with volunteers
* Working with children
* Work within safeguarding/adults at risk

### Requirements

* Attended the LTA safeguarding course (3 hours)
* Awareness of LTA Safeguarding documentation
* On-going training as required by the LTA.
* Attending the annual LTA County Safeguarding Conference
* DBS Check
* Awareness of coach accreditation scheme (training provided)

### Personal Attributes

* Child and adult at risk focused approach
* Able to record information accurately and clearly.
* Ensure confidentiality when required.
* Communication and administration skills i.e., word/email
* Ability to relay communications from LTA Safeguarding team