

## **Club Welfare Officer**

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## **Welfare Officer Role Description**

The Welfare Officer is responsible for supporting a safe and inclusive Club for everyone.

### **Main duties:**

1. To be the main point of contact for all children and adults to report concerns, handling concerns calmly and sensitively in line with the Club's reporting procedure and prioritising the well-being of the child/adult at risk at all times.
2. To work with the LTA Safeguarding Team when concerns arise within the venue. To ensure concerns are logged using the Reporting a Concern Form and forwarded to the Safeguarding Team.
3. To contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate.
4. To work with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards.
5. To work with the Club Committee and LTA to facilitate the completion of any action plan to address the results of an audit.
6. To ensure the relevant people at the Club have completed a satisfactory criminal records check.
7. To stay up to date with the latest LTA information and resources about safeguarding.

### **Qualifications**

1. The Welfare Officer must not be a member of the Club's coaching team and ideally should also not be related to a member of the coaching team (for example, their spouse).
2. Member of PVG scheme
3. Attend Level 1 Safeguarding training (LTA "Safeguarding and Protection in Tennis" training or equivalent) at least every three years.
4. Attend Level 2 Safeguarding training (LTA "Time to Listen" training or equivalent) within three years of completing Level 1 training.