

Drumchapel Tennis Club

Welfare Officer - Roles and responsibilities within the club

Current Welfare Officer – Margaret Nilsen (07760168259)

Welfare Officer Role Description

The Welfare Officer is responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved.

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 (for example, their spouse). The Welfare Officer should be someone over the age of 18.

Main duties

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

Training

- Safeguarding and Protection in Tennis – Completed 5/7/18 (valid for 3 years)
- In safe hands – Booked for 2020
- Updates - Provided at club meetings and annually at the AGM

Criminal records check

- PVG checked - accepted

Availability and contact details

As this is a voluntary post there are no set hours but any contact will be responded to as soon as possible.

Tel. No.: 07760168259

Absence

If for any reason the Welfare officer is unavailable i.e. due to a planned or unplanned absence please contact in the first instance:

Head Coach: Melanie Mason : 07375646901 Melmasontennis@gmail.com

Club President: Eric Flack

If the issue is of a sensitive nature, or it would not be appropriate to discuss the issue with the named alternatives, they can advise when the welfare officer will be available. However, if waiting is not possible then the person should be advised to contact the LTA using their on-line concern form or their email address at safeandinclusive@lta.org.uk

This Policy is recommended for approval by:

Club President	Eric Flack	Date: Jan 2020
Club Welfare Officer	Margaret Nilsen	Date: Jan 2020

Review date: May 2021 or on resignation of current post holder.