



Hampton-in-Arden Sports Club Limited
Company limited by guarantee
Registered Office: Shadowbrook Lane, Hampton-in-Arden, Solihull, B92 0DQ
Clubhouse telephone: 01675 442284
Registered in England No. 1179485



Hampton-in-Arden Tennis Club
Web site: www.hamptontennis.org.uk
Chairman: Chris Barnes
68 Meriden Road, Hampton-in-Arden, Solihull B92 0BT
Email: secretary@hamptontennis.org.uk
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CHILD PROTECTION OFFICER ROLE

What makes a good Child Protection Officer?

- Must be child-focussed and able to think about things from the perspective of a junior/young person
- Must communicate well with both adults and children
- Must have good administration and recording skills
- Should be able to promote and advocate good practice and safeguarding within the club

Core knowledge base

- Core values of good practice
- The role of the LTA and of places to play affiliated to the LTA, including procedures, policies and guidance
- Roles, responsibilities and contact details of local statutory agencies
- Confidentiality procedures/principles
- Basic principles of equality and diversity
- Preventive and pre-emptive approaches to safeguarding
- Forms and signs of abuse

Role and responsibilities

- To assist the club in implementing and promoting a child protection policy and plan
- To maintain the contact details for the County LTA and for local statutory services i.e. social services
- To act as a point of contact for any child protection concerns
- To record child protection cases in an effective and reliable way
- To communicate with the County and National LTA over child protection cases
- To seek training and information from the LTA and to cascade this to the committee/members
- To ensure that confidentiality is maintained and also that information is passed on where necessary
- To ensure that recruitment is safe and that appropriate checks i.e. CRB, are carried out where relevant

Estimated Time Commitment

Management committee meetings as required, 1 AGM, other meetings as required

Key Relationships

Coach, Team Captains, Junior Co-ordinator, Committee, Parents, LTA, County LTA Office

Useful Tips!

A three hour basic awareness course in child protection such as such as the LTA Safeguarding Children in Tennis, or the Sportscoach UK workshop Safeguarding and Protecting Children will provide important knowledge and confidence. Remember that you can contact your local and national LTA team if you need help or information:

LTA Office - 0208 487 7008/7116
(24 hour line) - 07971 141 024

