



# Appendix

## County Association Safeguarding Role Description

Version: 1  
Date: June 2019



## **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**

We are looking for 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