



## **County Safeguarding Officer**

### **About the role**

The person within a sports organisation with primary responsibility for managing and reporting concerns about children/adults and for putting into place procedures to safeguard children/adults in the county structure, and supporting club welfare officers where relevant.

### **Duties and responsibilities**

- Working with others to create a positive centred environment
- Assist the organisation in fulfilling its responsibilities to safeguard children, young people and adults at local level
- Assist the organisation in implementing its safeguarding plan at local level
- Maintain contact details for local statutory agencies
- Make links with local statutory agencies and Local Safeguarding Children Boards
- Liaise with statutory agencies on individual cases in an urgent situation and/or where this is not done by the national organisation or where it is an operational role at county/regional level
- Provide advice and support to local clubs regarding concerns about poor practice and abuse
- Maintain locally held records related to poor practice and child-abuse cases where these are not held nationally
- Ensure confidentiality is maintained
- Advise their national organisation of local contacts and procedures during child-protection investigations
- Provide support networks for local club welfare officers
- Provide resources and (where appropriate) relevant training for local clubs, coaches and people working in the game of tennis
- Promote anti-discriminatory practice

### **Skills and abilities**

- Required:
- Focused approach
- Administration skills
- Advice and support-provision skills
- Communication skills
- Recording skills
- Ability to take responsibility for providing information about local resources, such as written material
- Ability to promote the organisation's policies, procedures and resources

The position is subject to re-election every year and has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

January, 2025