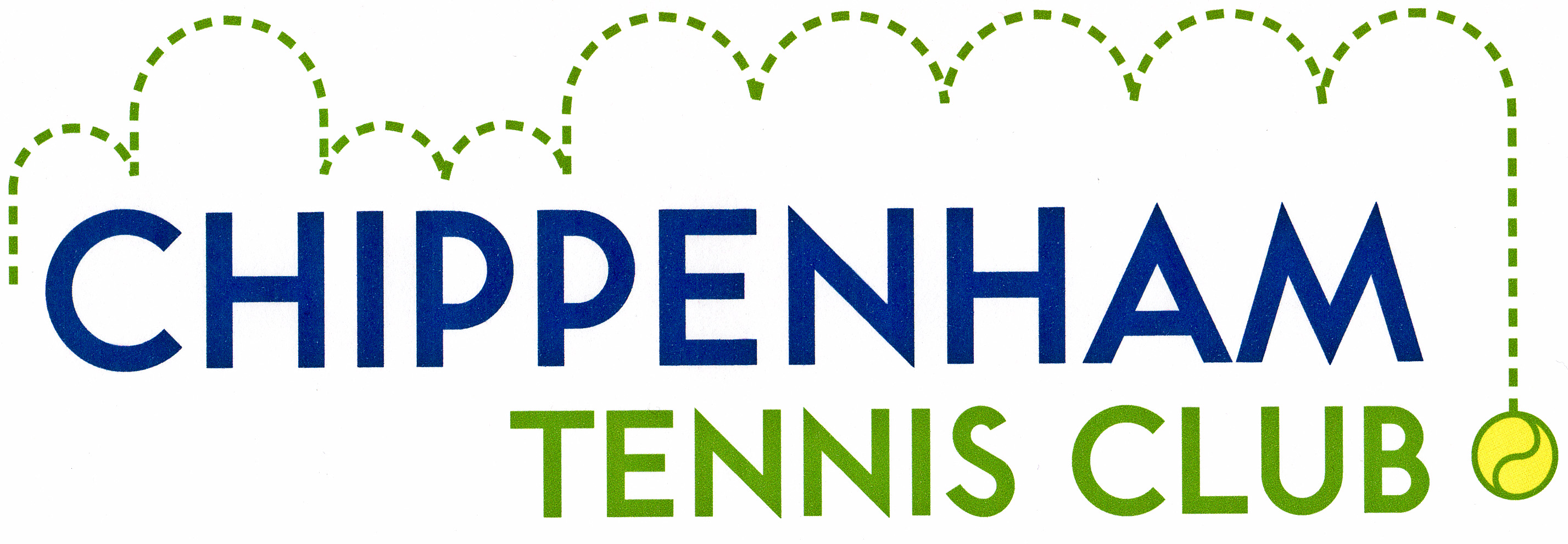
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**The Role of the our Club’s Welfare Officer**

The Welfare Officer is responsible for creating a safe and inclusive venue for everyone. A club may choose for this role to only focus on safeguarding, or also on Equality, Diversity and Inclusion (EDI). Our Club aspires to provide ‘Safe and Inclusive tennis’ which means safeguarding and EDI.

**Main duties**

* To promote safe and inclusive tennis, empowering staff, volunteers, coaches, members and the committee to deliver a safe and inclusive venue and culture.
* To ensure safeguarding and equality are on the agenda at committee meetings and to assist where required with safe and inclusive risk assessments
* To ensure the venue complies with the LTA’s minimum standards for venue registration
* To be a visible presence in the venue
* To ensure all new members can access safeguarding and D&I information, including details of the venue Welfare Officer is clearly displayed in the Club facilities
* To champion positive behaviours and promote the venue’s Code of Conduct
* To be the main point of contact for all children and adults to report concerns, handling concerns calmly and sensitively in line with the venue’s reporting procedure and prioritising the well-being of the child/adult at risk at all times
* 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
* To contact the Local Authority children’s or adults’ social care teams and the police about concerns where appropriate
* To work with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards
* To work with the Committee/Chair/ Head Coach and LTA to facilitate the completion of any action plan to address the results of an audit
* To advise the Coach and Coaching Committee that all relevant people at the venue have completed a satisfactory criminal records check.
* To stay up to date with the latest LTA information and resources about safeguarding and D&I
* With the Club Coach to support any young volunteers at the club
* To check the LTA safeguarding section online for updates and resources.

Agreed November 2017