



Gorleston Lawn Tennis Club  
The Pavilion, Orde Avenue  
Gorleston, Great Yarmouth, NR31 6SZ  
Email: [enquiries@gorlestontennisclub.co.uk](mailto:enquiries@gorlestontennisclub.co.uk)  
Website: [gorlestontennisclub.co.uk](http://gorlestontennisclub.co.uk)

### **Child Protection Officer - Gorleston Lawn Tennis Club (GLTC)**

#### **What makes a good Child Protection Officer?**

- Must be child-focused 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 place to play

#### **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 place to play 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-coordinator, Management committee, Parents, LTA, County LTA Office

Remember that you can contact your local and national LTA team if you need help or information:

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

***This job description was approved by the Committee on 17/10/11***