

Welfare Officer - Getting Started Checklist

Thank you for agreeing to take on the voluntary role of Welfare Officer, you are now required to:

If you do not have an LTA DBS which is less than 1 year old, complete an LTA DBS (once this is approved by the Safeguarding team, complete the next steps).	Date completed 6/12/13
---	---------------------------

Contact the Safeguarding team to update your details as Welfare Officer	Date completed 23/7/14
---	---------------------------

Ensure key Club Personnel, parents, children, young people and adults know what your role is within the club	Date completed 23/7/14
--	---------------------------

Read and familiarise yourself with the LTA's Safeguarding Policies.	Date completed 23/7/14
---	---------------------------

Attend the LTA Safety and Well-Being in Tennis training (Safeguarding training) within 3 months of taking on the role.	Date of course 13/1/14
--	---------------------------

Follow Clubmark requirements by ensuring your name, photo and contact number is visible on club notice boards and ensure Safeguarding is on the agenda of club and committee meetings.	Date completed 23/7/14
--	---------------------------

Ensure the recruitment of volunteers and colleagues adhere to the LTA's Safe Recruitment guidance.	Date completed 23/7/14
--	---------------------------

Ensure key Club Personnel are aware of the Safeguarding Children and Young People Policy and Safeguarding Adults Policy along with LTA guidance in relation to children, young people and adults at risk.	Date completed 23/7/14
---	---------------------------