

COUNTY SAFEGUARDING OFFICER (CSO) - ROLE DESCRIPTION

Introduction

Cambridgeshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Cambridgeshire Tennis and is currently unincorporated. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Cambridgeshire are also supported by the County but are not voting members. The management of Cambridgeshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several committees responsible for specific aspects of County Tennis as well as all remunerated roles required to support the work of the Association.

The vision and mission of Cambridgeshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Cambridgeshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Role of County Safeguarding Officer

The CSO ensures that the County is fully compliant with the safeguarding requirements that County Associations are required to adhere to by the LTA. They must also ensure these requirements are reviewed and maintained. The CSO also acts as a point of contact with the Regional Safeguarding Officer and the safeguarding team based at the headquarters of the LTA in Roehampton.

Responsibilities

- To report on matters within the remit of the SCO to the Management Committee
- To ensure the core responsibilities allocated to Performance Committee on the attached schedule - which may be updated periodically in the LTA's document "Core Role of the County" are carried out in a professional and efficient manner and within the budget set annually
- The schedule to this role description specifies the responsibilities of the chair and the committee
- To engage with venues via the AGM, Venue forums and visits
- To promote the annual LTA National Safeguarding week with venue Safeguarding and Welfare Officers
- Proactively share any conflicts of interests at meetings

Skills and knowledge

- Excellent written and verbal communication skills
- Good organisational skills
- An understanding of the principles of safeguarding
- Trained by undertaking level 1 and level 2 LTA safeguarding courses



- Prepared to undertake regular CPD to maintain and build knowledge in safeguarding best practice
- Highly developed questioning and inter-personal skills
- An ability to analyse situations and take appropriate action
- Friendly and empathetic personality

Number and Frequency of Meetings

- Management Committee meetings take place 4-6 times annually

Special requirements

- A DBS check will be required for this position.
- Completion of Safeguarding training essential.

Expenses

Reasonable expenses associated with the role can be reimbursed.

Location

The postholder can undertake much of the role from home but will be required to travel to meetings and to relevant events. The Administration for Cambridgeshire Tennis is undertaken from office premises at Hills Road Sports and Tennis Centre, Purbeck Road, Cambridge CB2 8PF.

Core Responsibilities of the Cambridgeshire Tennis Safeguarding Officer

Responsibility of Safeguarding Officer	Time of Year (If specific)
Governance: Sits on Management Committee	4-6 times per year
Governance: Reports updates to Management Committee	
Safeguarding: Responsible for attending initial training and for CPD	
Safeguarding: Identifies key personnel who require a DBS check	
Safeguarding: Upholds the County safeguarding standards across County activities	
Safeguarding: Circulates the safeguarding feedback survey	
Safeguarding: Acts appropriately on key findings locally	
Safeguarding: Completed the action plan to achieve County safeguarding standards	
Safeguarding: Reports any safeguarding concerns to LTA	
Safeguarding: Complies with safeguarding measures and sanctions	
Safeguarding: Engage with venues via AGM, Venue forums and visits	
Safeguarding: Promote the LTA National Safeguarding week and courses	Annually

Document Revision History



Version	Date	Review Date	Revision	Completed by
1.0	27/05/23	01/01/26	First version, no revisions	Mark Sanders & Julie Wych
1.1	11/10/23	01/01/26	Addition of the following items: <ul style="list-style-type: none"> • To engage with venues via the AGM, Venue forums and visits • To promote the annual LTA National Safeguarding week with venue Safeguarding and Welfare Officers 	

Ownership of this document belongs to the Safeguarding Officer for Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.