

Child Protection Officer hit list

If you are your club or organisations Child Protection Officer this Hit List suggests the tasks that should be given priority. This not a manual or policy, but a checklist to help you to prioritise.

The first section **Things to do now**, outlines the highest priorities. These are things that you should get started on as soon as possible.

The second section **Things to plan for** outlines some things that might take longer, and that you should plan for.

Things to do now

1. Obtain and read copies of guidance from the T&RA website. You can get this online, or by contacting us. The details are below.
2. Make sure that your club has a Child Protection policy - the T&RA produces a template you can use. This can be found in the Resources gallery. Display the policy where members, including juniors, can see it.
3. Make sure that the name and contact details of the Club Child Protection Officer are available to members. Some Child Protection Officers display a photo to help children recognise them.
4. Book yourself onto a 3-hour CP training workshop, even if not available immediately. This will provide useful information about good practice, and allow you to ask any burning questions.
5. Ensure you have a list of the following contact details:
 - i. T&RA Child Protection Officer
 - ii. Your local Social Service and Police numbers: these might be useful in emergencies, and might help the T&RA if a case arises.
 - iii. Your Local Safeguarding Children Board. This group brings together all the agencies in an area which have safeguarding responsibilities. Some have specific sub-groups for sports and recreation. Your local authority can provide details.
6. Review the way your club manages its volunteers, employees and contractors
 - i. Have the relevant people completed a DBS check through the T&RA?
 - ii. Do you use T&RA authorised coaches and have a clear programme for updating checks?
 - iii. Have all the relevant people within the club received basic information about Child Protection?
 - iv. Are there clear expectations or a code of conduct for those working or volunteering at the club?
 - v. The T&RA produces guidance to help with these issues. These can be found in the Resources gallery.

Remember that the T&RA has standard guidance to help you with these tasks. If you have any questions, you can contact the LTA Safeguarding Team:

Telephone 0208 487 7000 or email Safeguarding@LTA.org.uk.

Things to plan for

Here are some tasks that might take longer. Many are still very important tasks, and it is important that you and your club give some thought to these issues, and agree a plan with club officials, volunteers and professionals.

- Review your basic procedures
 - Do you have a proper register of junior members, including details like emergency contact numbers and medical information?
 - Do you have adequate levels of adult supervision for each session?
 - Do you have clear arrangements for how juniors arrive at and leave the club? There may need to be different procedures for general entry and for attendance at particular coaching sessions.
 - Is there a plan or policy for taking children away to matches or other events?
 - Do you have clear policies for hosting events?
 - Do you have a clear policy for handling complaints and problems within your club?
- Programmes
 - Do you have a dedicated junior programme?
 - Are you supporting your coach to develop his or her own skills?
- Recruitment and management
 - Do you have a policy for taking on new employees, contactors and volunteers?
 - Make sure that references are taken for all new starters.
 - Make sure that relevant adults are DBS checked through the LTA.
 - Make sure that there is an induction, including information on Child Protection.
 - Make sure that there are clear lines of responsibility and management for everyone working or helping at the club
 - For contractors and employees, you should make sure that there is a proper contract in place. This will avoid disputes, and will help you to address problems clearly and effectively if they occur.
- Develop clear codes of practice or conduct so that expectations are clear; the T&RA has a suggested code that you can adopt.

The T&RA Child Protection content on the T&RA website offers a range of guidance to help you with these issues.