



Oxford University Tennis Club

Club Child Protection Officer – Role Description

The Club Child Protection Officer will:

1. Ensure that Child Protection training is current.
2. Sign a Personal Disclosure Form that must be forwarded to the Club professional in an envelope marked CP Private and Confidential.
3. Ensure that any persons including professionals, officials and volunteers, acting on behalf of the club, who will come into contact with juniors (including Under 19 groups), should complete a Personal Disclosure Form.
4. Ensure all parents/guardians of juniors involved in club activities and events have completed a parent consent form. **Please note: This form can be completed at the beginning of a season to cover all activities.**
5. Ensure all professionals, officials and volunteers working with juniors within the club have completed a Personal Disclosure Form. **Please note: This may be the second time the Professional has been asked to complete the form but it acts as a further safeguard.**
6. Forward a copy of an individual's Personal Disclosure Form to the Club professional upon completion.
7. Keep confidential records of all documentation in a secure manner so as it can be produced should it be required for reference at a later date by the T&RA Designated Officer.
8. Refer any concerns and/or allegations to the club chairman immediately using the Incident Referral Form.
9. Ensure coaches, officials, volunteers, parents/guardians and juniors have access to the T&RA Child Protection Policies and Procedures document.
10. Should additional support be required, do not hesitate to contact the T&RA Designated Officer.