

# Safeguarding Information:

## Welfare Officer checklist

Thanks for agreeing to be a Welfare Officer. This checklist will help ensure you have everything in place to carry out your role.

<b>Ensure you have a DBS check completed through the LTA.</b>  If you already have one which is less than 1 year old this is fine.	<b>Date completed</b>  ...../...../.....
<b>Let the Safeguarding Team know you are the Welfare Officer.</b>  Email us at <a href="mailto:Safeguarding@lta.org.uk">Safeguarding@lta.org.uk</a>	<b>Date completed</b>  ...../...../.....
<b>Ensure your club works in accordance with a safeguarding policy.</b>  You can download a template policy at <a href="http://www.lta.org.uk/welfareofficers">www.lta.org.uk/welfareofficers</a> .	<b>Date completed</b>  ...../...../.....
<b>Ensure all members, volunteers and staffs at your club know you are the Welfare Officer.</b>  You can design your own poster, or use the one found in the template safeguarding policy available at <a href="http://www.lta.org.uk/welfareofficers">www.lta.org.uk/welfareofficers</a> .	<b>Date completed</b>  ...../...../.....
<b>Ensure you have copies of the LTA's safeguarding policies, resources and forms.</b>  Download them at <a href="http://www.lta.org.uk/safeguardingresources">www.lta.org.uk/safeguardingresources</a> .	<b>Date completed</b>  ...../...../.....
<b>Attend the LTA Safeguarding and Protection in Tennis training.</b>  You should do this within 3 months of taking on the role. Book onto the training at <a href="http://www.lta.org.uk/courses">www.lta.org.uk/courses</a>	<b>Date completed</b>  ...../...../.....

