



Founded 1887

Clontarf Lawn Tennis Club

Oulton Road, Clontarf, Dublin 3.

Telephone: 8339782 Fax: 8531792

Email: info@clontarfltc.com www.clontarfltc.com

<p>Description</p>	<p>Child Protection Role</p> <p>The Child Protection Officer of Clontarf Lawn Tennis Club (CLTC) should be a member of the Executive Committee and should be introduced to the young people in an appropriate forum. The role and responsibilities of the Child Protection Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed in the Code of Ethics & Good Practice for Children's Sport document produced by Tennis Ireland</p>
<p>Duties</p>	<p>Within CLTC the Child Protection Officer will:</p> <ul style="list-style-type: none"> ▪ Implement and promote CLTC's Child Protection Policy and Procedures ▪ Manage the clubs Garda Vetting Process ▪ Promote awareness of the code within the club, among young members and their parents/guardians ▪ Regularly report to the Executive Committee as applicable ▪ Act as the main contact within CLTC for the protection of children ▪ Provide information and advice on the protection of children ▪ Support and raise awareness of the protection of children ▪ Communicate with members on issues of child protection ▪ Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children ▪ Encourage good practice and support of procedures to protect children ▪ Keep records of each junior member on file, their contact numbers and any special needs of the child that should be known to leaders ▪ Ensure each junior member and their parent/guardian signs up to the code of conduct ▪ Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information ▪ Organise training for the committee and any members who have regular dealings with children (e.g. coaches) ▪ Regularly monitor and review the CLTC Child Protection Policy and Procedures
<p>Role</p>	<p>Member of the Executive Committee</p>