

# Burnham Tennis Association

## Child Protection Officer: Responsibilities

The following summarises the responsibilities of the Child Protection Officer (CPO) at Burnham Tennis Association. The CPO undertakes:

- to be familiar with the child protection policies and procedures produced by BTA and the LTA
- to be familiar with the Area Child Protection Committee Procedures, as followed by the local Social Services Department (SSD)
- to obtain training on child protection issues and the responsibilities attached to the role of CPO
- to carry responsibility for child protection and child welfare issues within BTA and to keep the BTA Committee appropriately informed
- to undertake to keep the LTA fully informed about any concerns and actions relating to child protection
- to liaise, as required, with the local SSD and other agencies regarding child protection and child welfare issues of young people involved with BTA
- to hold information about child protection procedures and also contact details of local organisations and support services, e.g. Police, Social Services, Out of Hours Service
- to be available to offer advice and information within BTA on child protection and welfare issues, and to ensure that it is clear how the nominated person can be contacted