



## **Roles and Responsibilities of Children's Officer (CCO)**

The appointment of two gender specific Club Children's Officers is an essential element in the creation of a quality atmosphere and a big part of their responsibility is to act as a resource with regard to children's issues.

In summary, Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people.

Club Children's Officers should be child centered in focus and have as the primary aim the establishment of a child centered ethos within the club. She/He is the link between the children and the adults in the club. She/He also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

The Children's Officer should be a member of the Club Management Committee and should be introduced to the young people in the club in an appropriate forum.

The Club Children's Officer's role:

- To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by: - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians
- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the Provincial and the National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders.
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders.

- Ensure each member signs an annual membership form that includes signing up to the code of conduct for sports leaders and children and young people.
- Ensure Tennis Ireland's Policies and Procedures for managing trips away and hosting children are implemented

Ensure that the club rules and regulations include:

- A complaints, disciplinary and appeals procedures.
- An anti-bullying policy.
- A safety statement.
- Rules in relation to travelling with children.
- Supervision and recruitment of leaders.

This role and its responsibilities have been discussed, understood and signed by DLP and Children's Officers.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Role: (insert role on Committee)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Club Children's Officer** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Club Children's Officer** \_\_\_\_\_

**Date:** \_\_\_\_\_