

The Acorn LTC welfare officer is John Manos



Welfare Officer role description

Acorn LTC's Welfare Officer, John Manos, is responsible for promoting safeguarding within the venue and for working with others to ensure a safe and inclusive environment is maintained.

Main duties

John's duties are to:

- work with others in the club to promote safeguarding, diversity and inclusion and ensure compliance with the LTA's minimum standards for venue registration
- ensure that safeguarding, diversity and inclusion (SDI) information – including policies, reporting procedures etc – are visible and freely available at the clubhouse
- work with others in the club to promote the club's code of conduct
- ensure SDI is on the agenda at committee meetings
- act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified
- work with the LTA Safeguarding Team when concerns arise
- maintain up-to-date contact details for the LTA Safeguarding Team and the key statutory agencies
- work with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards
- work with the Acorn committee and the LTA to facilitate the auditing of club SDI arrangements

Skills and traits

John is a mature professional with 30 years' experience of safety and health law and practice. In his WO role, he is required to display tact and discretion; also the ability to resolve conflict, and be engaging, approachable, caring and understanding at all times.

Training

John has completed LTA-approved Safeguarding and Protection in Tennis training and will complete regular updates of that training.

Key relationships and commitment

He has regular meetings with the club chairman and the management committee and is in regular contact with the coach, with volunteers, with other club members and with the parents/carers of junior members. He attends all the main Acorn events, including open days and competitions, as well as management committee meetings

Criminal records check

John obtained the necessary clearance for his role from the [Disclosure and Barring Service](#) (Certificate number 001831895566) in 2023.