# Safe and Inclusive Tennis – Reporting a Concern Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Write an objective account of your concerns immediately using the Reporting a Concern Form found on the LTA website (<https://www.lta.org.uk/about-us/safeguarding-protection/>). Send it to the Safeguarding Team within 48 hours of the concern/disclosure safeguarding@lta.org.uk).

Alternatively, please complete the form below (electronically or print and use black ink) within 24 hours and return to the Safeguarding Team at safeguarding@lta.org.uk within 48 hours of the concern.

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| **Date concern raised:** |  | **Today’s date:** |  |

### Section 1) Details of those involved in concern

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| --- | --- | --- |
|  | **Your details**  | **Welfare Officer / Referee (if different)** |
| **Name** |  |  |
| **Name of venue based at** |  |  |
| **Role at venue (if applicable)** |  |  |
| **Contact details (including address)** |  |  |

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| --- | --- | --- |
|  | **Person you are concerned about** | **Alleged perpetrator** |
| **Name** |  |  |
| **Date of birth (if known)** |  |  |
| **Name of venue based at** |  |  |
| **Role at venue (if applicable)** |  |  |
| **Contact details (including address)** |  |  |

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| **Is the Welfare Officer/Referee aware of the concern?** *(please delete)* |
| Yes No  |

### Section 2) Details of the concern

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| --- | --- |
| **What happened?***Please include:** *When*
* *Where*
* *Who told you about the concern*
* *Who was involved*
* *Any visible injuries?*
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| **Additional comments**Is there any other information which you think is relevant to the concern? |
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### Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

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| --- | --- |
| **Name(s)** |  |
| **Contact details (including address)** |  |
| **Have they been informed of the concern?** *(please delete)**The parent/carer should not be informed if doing so would put the child/adult at risk of harm* | Yes No |
| If they have not been informed of the concern, please give your reason why: |

### Section 4) Actions taken

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| **Who has been informed about the concern? *(e.g. Children’s Services, Police, LTA, etc.)*** |
| **Name** | **Organisation and role** | **Contact details** | **Date informed** |
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| **What did they say/do?**  |  |

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| --- | --- |
| **What else has been done about the concern (if anything)?**  |  |