

Aberaeron Sports Club

Reporting a Safeguarding 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.**

A concern can now be reported directly online at:

<https://safeguardingconcern.lta.org.uk>

Please let the Welfare Office know if you have done this. A paper form to the Welfare Officer can still be used if required.

Please complete the form (electronically or print and use black ink) within 24 hours and return to the Safe and Inclusive Tennis Team at safeandinclusive@lta.org.uk or the Welsh Bowls Association within 48 hours of the concern.

| | | | |
|-----------------------------|--|----------------------|--|
| Date concern raised: | | Today's date: | |
|-----------------------------|--|----------------------|--|

Section 1) Details of those involved in concern

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

| | 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) | | |

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

Section 2) Details of the concern

| | |
|--|--|
| <p>What happened?</p> <p><i>Please include:</i></p> <ul style="list-style-type: none"> • <i>When</i> • <i>Where</i> • <i>Who told you about the concern</i> • <i>Who was involved</i> • <i>Any visible injuries?</i> | |
|--|--|

| |
|---|
| <p>Additional comments</p> <p>Is there any other information which you think is relevant to the concern?</p> |
|---|

| |
|--|
| |
|--|

Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

| | |
|--|---|
| Name(s) | |
| Contact details (including address) | |
| Have they been informed of the concern? (please delete) | <div style="display: flex; justify-content: space-around;"> Yes No </div> <hr style="border-top: 1px dashed black;"/> If they have not been informed of the concern, please give your reason why: |
| <i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm</i> | |

Section 4) Actions taken

| Who has been informed about the concern? (e.g. Children’s Services, Police, LTA, etc.) | | | |
|--|-----------------------|-----------------|---------------|
| Name | Organisation and role | Contact details | Date informed |
| | | | |
| | | | |
| | | | |

| | |
|------------------------------|--|
| What did they say/do? | |
|------------------------------|--|

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