



## Reporting a Concern Form

To be used in connection with recording concerns about a child or adult that involves physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and return either to the Club's Welfare Officer, Dawn Ellis ([welfarebraidtc@gmail.com](mailto:welfarebraidtc@gmail.com)) or if the Club's welfare Officer is unavailable to the Safe and Inclusive Tennis Team at [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) within 48 hours of the concern.

<b>Date concern raised:</b>		<b>Today's date:</b>	
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### Section 1) Details of those involved in concern

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

	Person you are concerned about	Alleged perpetrator
<b>Name</b>		

<b>Date of birth (if known)</b>		
<b>Name of venue based at</b>		
<b>Role at venue (if applicable)</b>		
<b>Contact details (including address)</b>		

<b>Is the Welfare Officer/Referee aware of the concern?</b> <i>(please delete)</i>	
Yes	No

**Section 2) Details of the concern**

<p><b>What happened?</b></p> <p><i>Please include:</i></p> <ul style="list-style-type: none"> <li>• <i>When</i></li> <li>• <i>Where</i></li> <li>• <i>Who told you about the concern</i></li> <li>• <i>Who was involved</i></li> <li>• <i>Any visible injuries?</i></li> </ul>	
<p><b>Additional comments</b></p> <p>Is there any other information, which you think is relevant to the concern?</p>	

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

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

**Section 4) Actions taken**

<b>Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.)</b>			
<b>Name</b>	<b>Organisation and role</b>	<b>Contact details</b>	<b>Date informed</b>

<b>What did they say/do?</b>	
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<b>What else has been done about the concern (if anything)?</b>	
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