



# Reporting a Concern Procedure

The BLLTC Reporting a Concern procedure is based on the LTA process.

Document version number	Document date	Approved by GC date	Changes
V1	14.09.10	14.09.10.	Style/format content remain the same
V2	02.08.17	02.08.2017	As per Safeguarding Policy changes
V3	04.03.2019	04.03.2019	Change to Welfare Officer details
V4	24.09.2019	24.09.2019	Reviewed and approved

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:

**RESPOND**

If you have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (see following notes)

**REFER**

YES

Is someone in immediate danger?

NO

Call the Police (999)

Speak to the club's Welfare Officer or member of the Safeguarding Subcommittee as soon as possible

Inform the parent/carer of the concern, unless you believe it will put the child, adult or yourself at risk

**RECORD**

With the club's Welfare Officer write an objective account of the concerns as soon as possible using the Reporting a Concern form. The SGSc will investigate and agree action required and submit details to the General Committee as soon as possible. *GC to approve action to be taken.*

If appropriate (or necessary) send a copy of the report to the LTA Safe and Inclusive team within 48 hrs of incident

**CONTACT DETAILS**

Club Welfare Officer

Liz Sweeting – 07803 052406 – [welfare@blltc.co.uk](mailto:welfare@blltc.co.uk)

LTA Safe and Inclusive Tennis Team

0208 487 7000 / [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) (Monday to Friday, 9am to 5pm)

NSPCC

0808 800 5000

## What to do if a disclosure from a child or adult at risk is made to you:

1. **Reassure** the child/adult that s/he is right to report the behaviour
2. **Listen** carefully and calmly to him/her
3. **Keep questions to a minimum** – and never ask leading questions
4. **Do not promise secrecy.**  
Inform him/her that you must report your conversation to the Club's Welfare Officer/SGSc (and the police in an emergency) because it is in his/her best interest
5. **REPORT IT!**  
If someone is in immediate danger call the police (999), otherwise talk to the club's Welfare Officer or a member of the SGSc as soon as possible.  
Once reported, they will work with you to ensure the safety and well-being of the child/adult at risk.
6. **Do not permit** personal doubt prevent you from reporting the concern/disclosure
7. **With the club's Welfare Officer (or other member of the SGSC),** make an immediate objective written record of the conversation with the child or adult at risk, using the Reporting a Concern Form below.  
*Make certain you distinguish between what the person has actually said and the inferences you may have made.*

The Safeguarding Subcommittee will evaluate the details of the incident and take any necessary immediate action, otherwise they will submit their recommendations to resolve the incident to the General Committee, for approval, as soon as possible. If appropriate or necessary a copy of the report will be sent to the LTA Safe and Inclusive Tennis Team as soon as possible.

A copy of the Incident Report and any other supporting documents must be retained in the club's Safeguarding file in the filing cupboard in the committee room

**STRICTLY CONFIDENTIAL**  
**Reporting a Concern Form**

To be used for 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.**

Club Welfare Officer/SGSc to complete the form (black ink) within 24 hours and pass to the Chairperson of the General Committee for immediate action.

<b>Date concern raised:</b>		<b>Today's date:</b>	
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**Section 1) DETAILS OF PERSON REPORTING THE CONCERN AND PERSON WRITING REPORT**

	Your details	Welfare Officer or SGSc member
<b>Name</b>		
<b>Name of venue based at</b>	BRAMHALL LANE LAWN TENNIS CLUB	
<b>Address and telephone number</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 address and 'phone number</b>		

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

**STRICTLY CONFIDENTIAL**  
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**SECTION 2) DETAILS OF THE CONCERN**

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

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

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**SECTION 4) ACTIONS TAKEN BY THE CLUB**

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

<b>What did they say/do?</b>	
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<b>ACTION RECOMMENDED BY SGSc</b>	
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<b>Date submitted to G.C.</b>	<b>Signature of Welfare Officer / SGSc member completing the form</b>
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<b>ACTION TAKEN BY GENERAL COMMITTEE</b>	
<b>DATE:</b>	