

## **Concern Reporting Procedure**

Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:

**RESPOND:** Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum; do not promise to keep the information secret.

**Report:** Call the Police if someone is in immediate danger.

**Refer:** Talk to the Club's Welfare Officer (R F Sibthorpe. 628773. sibby@manx.net) in confidence. Talk to the LTA Safe and Inclusive Tennis Team (020 8487 7000) as soon as possible (Mon-Fri 9am-5pm). If the Safe and Inclusive Tennis Team is unavailable and you want advice before the next working day, call the Isle of Man Isle of Man Government Adult and Children's Services:

Department of Health and Social Care

2nd Floor Murray House

Mount Havelock

Douglas

IM1 2SF

Telephone: 01624 686179

Hate crime can alternatively be reported through True Vision at [www.report-it.org.uk](http://www.report-it.org.uk)

**Record:** Write an objective account of your concerns immediately using the Reporting a Concern Form found in the LTA website 'Safe and Inclusive' page. Send to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure ([safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk))

Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safe and Inclusive Tennis Team by 'phone 020 8487 7000 or email [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)