

The Grange Club

Safe and Inclusive Tennis – Reporting a Concern Form

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.**

Please complete the form within 48 hours of the concern and return to the Club Welfare Officer, Jane Paul (jane@janepaulrecruitment.com). Your concern will be treated in **confidence** and, whilst we have a duty to refer certain matters to the police or local authority, we will always try to do so with your consent. In some situations, we may ask you to complete a referral to the police or local authority.

Raising safeguarding concerns can be very difficult, distressing and stressful. If you would like advice and support you can call the NSPCC on 0808 800 5000, the police or your local authority. If you are a child or young person you can also contact Childline on 0800 1111.

Date concern raised:		Today's date:	
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Section 1) Details of Person Reporting

Name:	
Contact Number:	
Email Address:	
Role (parent, coach, club official, child, adult)	

Section 2) Where did the concern take place?

Location:	
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Section 3) Details of the Concern

What happened? <i>Please include:</i> <ul style="list-style-type: none">• When• Where• Who was involved• Any visible injuries	
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Who else have you informed about the concern?	<input type="checkbox"/> Local Authority Designated Officer (LADO) <input type="checkbox"/> Police <input type="checkbox"/> LTA Safeguarding Team <input type="checkbox"/> Local Authority Children's Services <input type="checkbox"/> Local Authority Adult Services <input type="checkbox"/> East of Scotland Lawn Tennis Association <input type="checkbox"/> Other:
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Section 4) Details of those involved in the concern (victim)

Name(s)	
Contact details	
Date of Birth	
Role at Club	

Section 5) Details of the perpetrator

Name(s)	
Contact details	
Date of Birth	
Role at Club	