

Safe and Inclusive Tennis – Reporting a 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.**

Please complete the form (electronically or print and use black ink) within 24 hours and return to our Welfare Officer Charlotte Sobol welfarehursttennis@yahoo.com within 48 hours of the concern.

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| Date concern raised: | | Today's date: | |
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Section 1) Details of those involved in concern

| | Your details | Welfare Officer |
|--------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------|
| Name | | Charlotte Sobol |
| Name of venue based at | | Hurstpierpoint Tennis Club |
| Role at venue (if applicable) | | Welfare Officer |
| Contact details (including address) | | Email welfarehursttennis@yahoo.com Phone 07919 073407 |

| | Person you are concerned about | Alleged perpetrator |
|---------------------------------|--------------------------------|---------------------|
| Name | | |
| Date of birth (if known) | | |
| Name of venue based at | | |



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| Role at venue (if applicable) | | |
| Contact details (including address) | | |

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

Section 2) Details of the concern

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| <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)

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| Name(s) | |
| Contact details (including address) | |
| Have they been informed of the concern? (please delete) | 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

| Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.) | | | |
|-----------------------------------------------------------------------------------------------|------------------------------|------------------------|----------------------|
| Name | Organisation and role | Contact details | Date informed |
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| What did they say/do? | |
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| What else has been done about the concern (if anything)? | |
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