



# Littleover Tennis Club

## Club Manual

### Section 3 – Policies and Procedures

#### 3.4.7 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 the Littleover Tennis Club Welfare Officer at [littleover.tennis@ntlworld.com](mailto:littleover.tennis@ntlworld.com) or to the LTA Safe and Inclusive Tennis Team at [safeguarding@lta.org.uk](mailto:safeguarding@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



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### Section 2) Details of the concern

<b>What happened?</b> <i>Please include:</i> <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>	
<b>Additional comments</b> Is there any other information which you think is relevant to the concern?	

### 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?</b> <i>(please delete)</i> <i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm</i>	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div> <hr style="border-top: 1px dotted black;"/> 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?</b> <i>(e.g. Children's Services, Police, LTA, etc.)</i>			
<b>Name</b>	<b>Organisation and role</b>	<b>Contact details</b>	<b>Date informed</b>
<b>What did they say/do?</b>			
<b>What else has been done about the concern (if anything)?</b>			