

## 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 the LTA Safeguarding Team at [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) within 48 hours of the concern. Alternatively, report the concern directly via the LTA Website [www.lta.org.uk/about-us/safeguarding-protection](http://www.lta.org.uk/about-us/safeguarding-protection).

<b>Date concern raised:</b>		<b>Today's date:</b>	
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### Section 1) Details of those involved in concern

	<b>Your details</b>	<b>Welfare Officer / Referee (if different)</b>
<b>Name</b>		
<b>Name of venue based at</b>		
<b>Role at venue (if applicable)</b>		
<b>Contact details (including address)</b>		

	<b>Person you are concerned about</b>	<b>Alleged perpetrator</b>
<b>Name</b>		
<b>Date of birth (if known)</b>		
<b>Name of venue based at</b>		
<b>Role at venue (if</b>		

applicable)		
Contact details (including address)		

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

## Section 2) Details of the concern

<p><b>What happened?</b></p> <p><i>Please include:</i></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>	
<p><b>Additional comments</b></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)**

<b>Name(s)</b>			
<b>Contact details (including address)</b>			
<b>Have they been informed of the concern? (please delete)</b>	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**

<b>Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.)</b>			
<b>Name</b>	<b>Organisation and role</b>	<b>Contact details</b>	<b>Date informed</b>

<b>What did they say/do?</b>	
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<b>What else has been done about the concern (if anything)?</b>	
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