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	
Refer	**Is someone in immediate danger?** **YES** Call the police (999) **THEN**	**NO** Talk in confidence to the club's Welfare Officer, Christine Thomas on 07596 993185 and email ca.thomas99@btinternet.com; 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 NSPCC (0808 800 5000) or Parent Line Scotland (0800 028 2233) if your concern~~s~~ is about a child. If your concern us about an adult ask them for details of your Local Authority Adult Social Care Services. Hate crime can alternatively be reported through True Vision at www.report-it.org.uk
Record	Write an objective account of your concerns immediately using the Reporting a Concern Form found in our website Safe and Inclusive Tennis page. Send it to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure (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	