Diversity and Inclusion Policy: 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 to the Club's Welfare Officer Dorothy Tracey in confidence, Mob: 07791 057712, welfareofficersteppstennis@gmail.com or Talk to the LTA Safeguarding Team (020 8487 7000) or Talk to Tennis Scotland Lead Welfare Officer (01786 641716 ext 2012) [Mon-Fri, 9am-5pm].
		If your concern is about a child and if the LTA Safeguarding Team is unavailable and you want advice before the next working day, call the NSPCC (0808 800 5000) or Children 1st Parentline Scotland (0800 028 2233). If your concern us about an adult, call Cumbernauld Social Work Locality (01236 638700).
		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 at www.lta.org.uk/about-us/safeguarding-protection . Send it to the LTA Safeguarding Team within 48 hours of the concern/disclosure (safeguarding@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 Safeguarding Team by phone 020 8487 7000 or email safeguarding@lta.org.uk .	

(See Appendix C in Diversity and Inclusion Policy for more details on what to do if a disclosure from a child or adult at risk is made to you)

Next Review: 30 Apr 2027 (or earlier if there is a change in legislation)