

# 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:

<b>Respond</b>	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
<b>Refer</b>	<p><b>Is someone in immediate danger?</b></p> <p><b>YES</b></p> <p>Call the police (999)</p> <p><b>THEN</b></p> <p><b>NO</b></p> <p>Talk to the Club's Welfare Officer Dorothy Tracey in confidence, Mob: 07791 057712, <a href="mailto:welfareofficersteppstennis@gmail.com">welfareofficersteppstennis@gmail.com</a> or</p> <p>Talk to the LTA Safeguarding Team (020 8487 7000) or</p> <p>Talk to Tennis Scotland Lead Welfare Officer (01786 641716 ext 2012) [Mon-Fri, 9am-5pm].</p> <p>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 1<sup>st</sup> Parentline Scotland (0800 028 2233).</p> <p>If your concern is about an adult, call Cumbernauld Social Work Locality (01236 638700).</p> <p>Hate crime can alternatively be reported through True Vision at <a href="http://www.report-it.org.uk">www.report-it.org.uk</a>.</p>
<b>Record</b>	<p>Write an objective account of your concerns immediately using the Reporting a Concern Form found at <a href="http://www.lta.org.uk/about-us/safeguarding-protection">www.lta.org.uk/about-us/safeguarding-protection</a>. Send it to the LTA Safeguarding Team within 48 hours of the concern/disclosure (<a href="mailto:safeguarding@lta.org.uk">safeguarding@lta.org.uk</a>).</p> <p>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 <a href="mailto:safeguarding@lta.org.uk">safeguarding@lta.org.uk</a>.</p>

(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)