

# 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 send to the Safeguarding Team 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

	<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 applicable)</b>		
<b>Contact details (including address)</b>		

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

## Section 2) Details of the concern

<b>What happened?</b> Please include: <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? (please circle)</b>  <i>The parent/carers should not be informed if doing so would put the child/adult at risk of harm</i>	Yes	No
	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> (e.g. LTA, Social Care, Police)	<b>Name</b>	<b>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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Thank you for completing this form. Please return to [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk).

**LTA Safeguarding and Equality Team contact details**

T: 0208 487 7000

E: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)  
[equality@lta.org.uk](mailto:equality@lta.org.uk)

**LTA use only**

<b>Date form received</b>		
<b>Case opened</b>	Yes No	
<b>Link to Referral and Concern Form</b>		
<b>Case closed by</b>	<b>Name</b>	<b>Position</b>
<b>Date case closed</b>		

