



## Safeguarding Concern Form (SCF)

Please use **BLACK** ink only

Please complete within 24 hours and send to the Safeguarding Team within 48 hours

Date of concern:		Date form created:	
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Details of person who is raising the concern *(they should complete this section of the form)*

Name		Role in Club	
Telephone		Email	

Who are you concerned about?

This concern relates to:  (please tick all that apply)	Child (U18)	<input type="checkbox"/>	
	Adult at Risk	<input type="checkbox"/>	
	Coach	<input type="checkbox"/>	
	Official	<input type="checkbox"/>	
	Volunteer	<input type="checkbox"/>	
	Parent	<input type="checkbox"/>	
	Club	<input type="checkbox"/>	
	Other	<input type="checkbox"/> Please State:	
Name of person you are concerned about:		Date of Birth:	
Address		Contact Details:	

LTA | Safeguarding Team

0208 487 7000 | [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)



Parents or carers names and contact details if applicable			
<b>Who is the person alleged to have caused harm?</b>			
Name:		Date of Birth:	
Address:		Contact details:	
Role:		Do they work/volunteer anywhere else? <i>(if yes please detail)</i>	
<b>Confidentiality</b> <i>(if the allegation is against a member of staff or volunteer that person should not be informed of the concern until advice has been sought from the LTA Safeguarding Team)</i>			
Have the parents / carers or adult at risk been informed of the concern		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, please state why:  <i>(If you feel that informing the parents or carers about the concern will put the child or yourself at risk, you should not inform the parent or carer but need to document here why you feel it will put them at risk)</i>  <i>(Adults at risk need to be informed of your concerns)</i>			
What date and time was the parents/carers or adult at risk informed of the concerns?		(DD/MM/YYYY)  (Hr/Mins)	
Parent / carer or adult at risk response:			
Have the parents / carers or adult given consent to share the information		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Details of the parent / carer or carer of the adult at risk		
Name(s)	Address	
Telephone	Email	

**Your concerns:**

**Facts:**

*(please state facts i.e. the child / adult at risk had a bruise on their right hand – please link any injuries to the Body Map attached as an Appendix to this Form)*

**Opinions:**

*(please state what is your opinion of the concern i.e. I believe in my position as a tennis coach that the adult at risk is being pushed beyond their ability which is causing injuries such as..)*

**Hearsay**

*(please state what has been said by others or overheard i.e. you overhear the child talking to their friend saying they are scared)*



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**Actions:**

What did you do about your concern?	
Who have you informed about your concern?	<input type="checkbox"/> Welfare Officer / Referee (if at a competition) <input type="checkbox"/> LTA Safeguarding Team <input type="checkbox"/> Police <input type="checkbox"/> Other (please state):

**Welfare Officer / Referee (if at a competition)**

Date / Time you received concern:		Who raised the concern and what is their role in the club?	
Who have you informed about your concern:		<input type="checkbox"/> LTA Safeguarding Team <input type="checkbox"/> Police <input type="checkbox"/> Children's Services <input type="checkbox"/> Adult Services <input type="checkbox"/> Local Authority Designated Officer <input type="checkbox"/> Other (please state):	



What date did you contact?		Who did you speak to?	
What was their role?		What advice were you given?	
What actions (if any) have you taken?			

**Safeguarding Team Only**

*Link to LTA Safeguarding and Referral Form*

Date form received:	
How was form received?	



## Appendix - Body Map

Record any physical injuries or marks you notice on the body map. Place a mark where the injury is and then a line out to written text describing the nature of the injury.

Care should be given to state:

- specific location, e.g. right elbow
- description of the injury, e.g. colour of bruise, bleeding, scabbing etc.
- approximate size of the injury by relating to objects of a standardised size, such as British coins
- sign your name and date injury recorded.

Example: Open wound above right eyebrow which was bleeding. Approximately the size of a 10p coin. John Doe, 01/01/2014.

