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 return to the Safe and Inclusive Tennis Team at safeandinclusive@lta.org.uk within 48 hours of the concern.

Date concern raised:		Today's date:		
ection 1)	Details of those in	olved in conce	'n	
	Your details		Welfare Office	er / Referee (if different
Name				
Name of venue				
based at				
Role at venue (if applicable)				
Contact details (including address)				
	Person you are cor	cerned about	Alleged perpe	trator
Name				
Date of birth (if known)				
Name of venue based at				
Role at venue (if				





applicable)		
Contact details		
(including		
address)		
Is the Welfare Officer/Referee	aware of the concern? (pl	lease delete)
Yes No		
Section 2) Details of the co	ncern	
What happened?		
Please include:		
WhenWhere		
Who told you about the		
concern • Who was involved		
Any visible injuries?		
Additional comments		
Is there any other information w	nich you think is relevant to	the concern?





Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

reason why: reaso						
Have they been informed of the concern? (please delete) The parent/carer should not be informed if doing so would put the child/adult at risk of harm ection 4) Actions taken Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.) Name Organisation and role Contact details Date informed what did they say/do?	Name(s)					
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What also has been done	Who has been informed abou			Date		
	Who has been informed about Name What did they say/do?			Date		
about the concern (if anything)?	Who has been informed about Name What did they say/do? What else has been done			Date		



