

Reporting a Concern Form

Use this form for recording concerns about a child or adult that involve physical, sexual, emotional or financial abuse as well as bullying, neglect or discrimination.

If someone is in immediate danger, call the police on 999.

Please complete the form (electronically or print & use black ink) within **24 hours** and return within 48 hours of the concern to the:

LTA 'Safe and Inclusive Tennis Team' – Email: safeandinclusive@lta.org.uk.

Date concern raised:		Today's date:	
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Section 1) Details of those involved in concern

	Your details	Welfare Officer / Referee (if different)
Name		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

	Person you are concerned about	Alleged perpetrator
Name		

Date of birth (if known)		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

Is the Welfare Officer and/or Referee aware of the concern? (please delete)	
Yes	No

Section 2) Details of the Concern

<p>What happened?</p> <p><i>Please include:</i></p> <ul style="list-style-type: none"> • <i>When</i> • <i>Where</i> • <i>Who told you about the concern</i> • <i>Who was involved</i> • <i>Any visible injuries?</i> 	
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What did they say/do?	
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What else has been done about the concern (if anything)?	
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(Please also use reverse side or add pages for additional information)