

# Concern Reporting Procedure

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them must:

**RESPOND**

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (see appendix B for guidance)

**REFER**

Is someone in immediate danger?

Call the Police (999)

Speak to your Welfare Officer immediately. If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team, NSPCC or ParentLine Scotland for advice.

Inform the parent/carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk

**RECORD**

Write an objective account of the concerns immediately using the Reporting a Concern Form. Send it to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure.

<p><b>Contact Details</b></p> <p><b>LTA Safe and Inclusive Tennis Team</b> 02084877000 / <a href="mailto:safeandinclusive@lta.org.uk">safeandinclusive@lta.org.uk</a> (Monday to Friday, 9am to 5pm)</p> <p><b>Tennis Wales Safeguarding Lead</b> 01978352773 (Monday to Friday, 9am to 5pm)</p> <p><b>Tennis Scotland Safeguarding Lead</b> 01314441984 (Monday to Friday, 9am to 5pm)</p>	<p><b>Club Welfare Officer – Katherine Bell</b> Please send any concerns to <a href="mailto:welfare@tennisforfree.com">welfare@tennisforfree.com</a></p> <p><b>NSPCC</b> 08088005000</p> <p><b>ParentLine Scotland</b> 08000282233</p>
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