



Safe & Inclusive Tennis Reporting a Concern

For recording concerns about a child or adult that involves physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger call the police on 999.**

Please complete the form in black ink within 24 hours and return to the Club Welfare Officer within 48 hours of the concern. *See the Club's Safeguarding Policy for current contact details.*

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|----------------------|--|---------------|--|
| Date concern raised: | | Today's date: | |
|----------------------|--|---------------|--|

Section 1 Details of those involved in concern

| | Your details | Welfare Officer/Referee <i>If different</i> |
|--|--------------|---|
| Name | | |
| Name of venue based at | | |
| Role at venue <i>if applicable</i> | | |
| Contact details <i>Including address</i> | | |

| | Person you are concerned about | Alleged perpetrator |
|-------------------------------|--------------------------------|---------------------|
| Name | | |
| Date of birth <i>if known</i> | | |
| Name of venue based at | | |



| | Person you are concerned about | Alleged perpetrator |
|--|--------------------------------|---------------------|
| Role at venue <i>if applicable</i> | | |
| Contact details <i>Including address</i> | | |

| | | | |
|--|--------------------|---------------------------------|--------------------------------|
| Is the Welfare Officer/Referee aware of the concern? | <i>Please tick</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|--------------------|---------------------------------|--------------------------------|

Section 2 Details of the concern

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|---|--|
| <p>What happened? <i>Please include:</i></p> <ul style="list-style-type: none">● When● Where● Who told you about the concern?● Who was involved?● Any visible injuries? | |
| <p>Additional comments</p> <p>Is there any other information which you think is relevant to the concern?</p> | |



Section 3 Details of parent or carer of the person you are concerned about *If relevant.*

| | |
|--|---|
| Name(s) | |
| Contact details <i>Including address</i> | |
| Have they been informed of the concern? If they have not been informed of the concern, please give your reason why: | <i>Please tick</i> Yes No <i>The parent/carer should NOT be informed if doing so would put the child/adult at risk of harm.</i> <input type="checkbox"/> <input type="checkbox"/> |

Section 4 Actions taken

Who has been informed about the concern? *Give details, e.g. Children's Services, Police, LTA, etc.*

| Name | Organisation and Role | Contact details | Date informed |
|------|-----------------------|-----------------|---------------|
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| What did they say/do? | |
|-----------------------|--|

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|---|--|
| What else has been done about the concern <i>if anything?</i> | |
|---|--|