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 Club Welfare Office within 48 hours of the concern. (See the Club Safeguarding Policy for current contact details).

Date concern raised:		**Today's date:**	

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/Referee aware of the concern? *(please delete)*
Yes No

Section 2) Details of the concern

What happened? *Please include:* • *When* • *Where* • *Who told you about the concern* • *Who was involved* • *Any visible injuries?*	
Additional comments Is there any other information which you think is relevant to the concern?	

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

Name(s)	
Contact details (including address)	
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*	Yes No If they have not been informed of the concern, please give your reason why:

Section 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?	

What else has been done about the concern (if anything)?	