



Safeguarding Concern Form

Please use black ink within 24 hours and send to the Safeguarding Team within 48 hours

Date of concern Date form completed

Details of the person raising the concern (they should complete this section)

Name

Role in Club

Telephone

Email

Who are you concerned about?

This concern relates to (please tick all/any that apply)

Child (U18)

.

Adult at Risk

Coach

Official

Volunteer

Parent

Club

Other Please state.....

Name of person you are concerned about.....

Date of Birth.....

Address.

Contact telephone number and Email

Parents or carers names and contact details if applicable

Confidentiality

If the allegation is against a member of staff coach or volunteer that person should not be informed of the concern until advice has been sought from the LTA Safeguarding Team

Have the parents / carers or adult at risk been informed of the concern.

Yes.....

No.....

If No please state why.....

(If you feel that informing the parents or carers about the concern will put the child or yourself at risk, you should not inform the parent or carer but you need to document here why you feel it will put them at risk)

(Adults at risk need to be informed of your concerns)

What date and time was the parents, carers or adult at risk informed of The concerns?

Date

Time in Hours and Minutes

Response from the Parent, Carer or adult at risk

Have the parents/carers or adult given consent to share the Information.
Yes No.....

Details of the parents/carer or carer of the adult at risk

Name(s).

Address

Telephone Email

Your concerns

Facts

(Please state facts i.e. the child or adult at risk had a bruise on their right hand)

Opinions

(Please state your opinion of the concern eg I believe in my opinion as a tennis coach that the child/adult is being pushed beyond their ability which is causing injuries such as.....)

Hearsay

Please state what has been said by others or overheard (i.e. you overhear the child talking to a friend saying that they are scared)

Actions

What did you do about your concern?

Who have you informed about your concern?

- Club Welfare Officer
- Member of the Club Welfare Team
- LTA Safeguarding
- Police
- Other (please state)

Report by the Welfare Officer

Date..... Time

Who raised the concern and what is their role in the Club?

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Who have you informed.

- LTA Safeguarding Team
- Police
- Children's Services
- Adult Services
- Local Authority Designated Officer
- Other (Please state)

What date did you inform?

Who did you speak to?

What was their role?

What advice were you given?

What actions, if any, have you taken?

Safeguarding Team

Date received