

## Reporting a Safeguarding Concern

**LTA** – Lawn Tennis Association

**NSPCC** – National Society for the Prevention of Cruelty to Children

Anyone who thinks a child is in immediate danger and requires medical attention, should call the emergency services on 999. The NSPCC helpline on 0808 800 5000 will also take reports on immediate safeguarding risks.

**If there is no immediate danger to the child and they are not injured, you have a number of options:**

- Talk to the club's welfare officer – Jan Downing (07432611566)
- As the club is affiliated to the LTA, you can also report concerns via their safeguarding procedures. Complete the 'Register a Concern' form linked below.  
[Register a Concern | Tennis Association | Tennis in Britain \(lta.org.uk\)](#)  
Your concerns will be sent directly to a secure system only accessible by the LTA Safeguarding Team. Your concerns will be managed by a trained safeguarding professional with experience in managing safeguarding cases. If you have any problems in completing the form or are unsure of whether to report something, you can contact the LTA Safeguarding team at: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

It is crucial to remember that the welfare of the child is of vital importance. However, it is not up to you to decide whether a child has been harmed or abused, it is your responsibility to **report all concerns** appropriately. Make sure that you keep a record of your concern, how you reported it and to whom.

If a child or young person raises a concern about something that they have experienced or witnessed, it is important to take the concern seriously and to assure the child or young person that you believe what they are saying. Do not react shocked, just report it immediately.

### WHAT TO DO IF A DISCLOSURE FROM A CHILD OR ADULT AT RISK IS MADE TO YOU

1. Listen carefully and calmly to the individual. Show you care, give your full attention and keep your body language open and encouraging. Take your time, respect pauses and don't interrupt the child.
2. Reassure the individual that they have done the right thing and what they have told you is very important. Be compassionate.
3. Avoid questioning where possible, and never ask leading questions

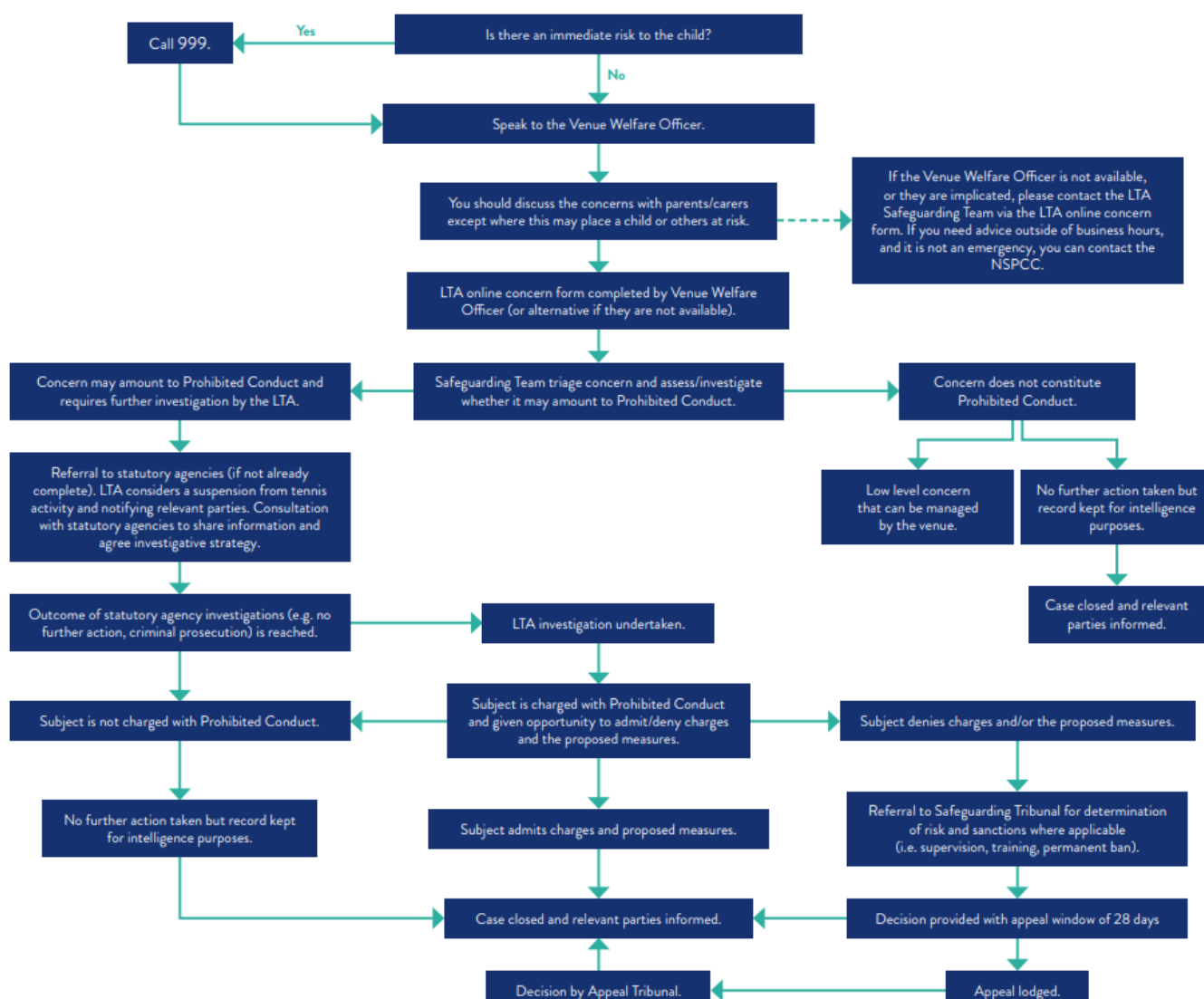
4. Do not promise secrecy. Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.

5. Make notes, try to keep these accurate and detailed (you will need to share these with clubs Welfare Officer or other safeguarding lead person)

Include in your notes:

- the child's name, age address
- what the child said or did that gave you cause for concern
- any information the child has given you about the alleged abuser.

### Safeguarding concerns (including low level concerns) arise about a child or a person who works with children.



## You have a concern, or have been told about, possible abuse of an adult at risk, poor practice or wider welfare issues.

