**Appendix C: Reporting a Safeguarding Concern outside the Tennis Environment**

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child’s involvement in tennis

Member of staff, coach or volunteer made aware of concerns about child’s welfare or safety (e.g. suspicions of bullying at school, allegations of abuse within the family etc.)Make a note of anything the young person/witness has said, and what you have seen with dates and times

### Useful Contacts

British Tennis Services team: 020 8487 7000

Email: [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)

NSPCC: 0808 800 5000

Emergency Services: 999

Safeguarding Team consider need for support or advice for original referrer, Club Welfare Officer or others involved.

Does the young person require immediate attention?

NO

Is the Club Welfare Officer available?

Complete reporting a concern form and forward to the police/Social care and LTA Safeguarding Team within 24 hours

YES

Call an Ambulance and inform them you have a child protection concern

NO

YES

**Note: You should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk**

If your Club Welfare Officer is unavailable please contact police/social care without delay. The Safeguarding Team can be contacted for advice during office hours.

Club Welfare Officer reports to local police/Social Care without delay. The Safeguarding Team can be contacted for advice during office hours.