**Reporting a Safeguarding Concern within the Tennis Environment**

****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****

### 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**

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. Make a note of anything you/the witness has seen/said, with dates and times

*If you are unable to contact the Welfare Officer or the LTA Safeguarding Team, please contact your Local Authority Children’s Services Team and follow their advice*

Appeal process

Outcome of disciplinary process (e.g. no case to answer, advice or warning/sanction)

Level 2/3 Serious Concern (i.e. suspected abuse)

LTA inform SPC, conduct investigation, inform Police/LADO

LTA await outcome of Children’s Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk). Full disciplinary investigation undertaken and SPC hearing held. Outcome i.e. removal of coach accreditation, further training, approved for accreditation.

Level 1 (Low level i.e. poor practice)

LTA investigate or tennis club investigate with support from the LTA

LTA consults with SPC re interim suspension and notifying other organisations. Consultation with Police/LADO and strategy discussion to agree investigative process. Internal Investigation may be delayed pending police enquiries.

Concern dealt with by club (internal discipline/appeals process). If LTA disciplinary investigation undertaken a hearing is held by LRC/SPC\*

Safeguarding Team in conjunction with SPC makes decision as to Level of concern.

Club Welfare Officer contacts the Safeguarding Team for advice and guidance and provides the completed Reporting a Concern Form

If your Club Welfare Officer is unavailable please report to the Safeguarding Team for advice and complete Reporting a Concern Form

YES

NO

Is the Club Welfare Officer available?

Medical:

Call an Ambulance

Crime/Immediate risk:

Call Police/ Social Services

YES

NO

Is there an immediate risk to a young person or vulnerable adult?

**\*SPC – Safeguarding and Protection Committee**

**\*LRC – Licensing and Registration Committee**