Page 2 **Concern Reporting Procedure**

Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:

| Respond | Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum; do not promise to keep the information secret | |
|---------|--|---|
| Refer | Is someone in immediate danger YES Call the police (999) THEN | NO Talk to the club's Welfare Officer in confidence Audrey Beggs - Mob: 07756 444512 - email: awright2587@gmail.com Talk to the LTA Safeguarding Team - 020 8487 7000 Talk to Tennis Scotland Lead Welfare Officer - 01786 641716 ext. 2012 - Mon-Fri 9am-5pm If your concern is about a child and if the LTA Safeguarding Team is unavailable and you want advice before the next working day, call the NSPCC (0808 800 5000) or Children 1st Parent Line Scotland (0800 028 2233) If your concern is about an adult, call 0141 777 3000 Hate crime can alternatively be reported through True Vision at www.report-it.org.uk |
| Record | Write an objective account of your concerns immediately using the Reporting a Concern Form found on the safeguarding page . Send it to the LTA Safeguarding Team within 48 hours of the concern/disclosure (safeguarding@lta.org.uk) Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone after making a concern/disclosure, contact the LTA Safeguarding Team by phone 020 8487 7000 or email safeguarding@lta.org.uk | |

Diversity and Inclusion Policy

Last Updated: 31st Oct 2021 Next Review: 31st Oct 2023 (or earlier if there is a change in legislation)