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# **Register a Concern**

[**If your concern does not relate to the safeguarding of a child (u18) or an adult at risk please click here.**](https://www.lta.org.uk/support-centre/enquiry-page/)**Please do not complete the form on this page.**

**What is this form for?**

The form below must only be used to report a safeguarding concern to the LTA. A safeguarding concern could involve an allegation of abuse or being worried that a child or adult at risk (as defined by the Care Act 2014) may be at risk of harm, or may have been harmed.

Safeguarding concerns will be investigated by the Safeguarding Team. If it is a low-level concern, it may be that we use the report for recording/information purposes, or provide advice/support for the matter to be dealt with locally (i.e., county organisation or club).

**What happens after the form is submitted?**

Your concern will be sent directly to a secure system only accessible by the LTA Safeguarding Team. Your concern will be managed by a trained safeguarding professional with experience in managing safeguarding cases in an empathetic and professional manner. We will aim to get back to you within 24 hours of your concern being reported within office hours (Monday – Friday 9-5). Outside of those hours we will usually respond on the next working day. Please provide your contact details so that we can obtain further information from you, if necessary.

Your concern will be treated in confidence and, whilst we have a duty to refer certain matters to the police or local authority, we will always try to do so with your consent. In some situations, we may ask you to complete a referral to the police or local authority.

After submitting your concern, you will receive a unique reference number - please keep a record of this.  The LTA will use the personal information that you provide in accordance with our [privacy policy](https://www.lta.org.uk/about-the-lta/policies-and-rules/privacy-policy/) (which may be updated from time to time).

**Support**

We are here to support you and are keen to listen to any safeguarding concerns you may have. If you would like advice and support before contacting the LTA you can call the NSPCC on 0808 800 5000, the police or your local authority. If you are a child or young person you can also contact Childline on 0800 1111.  If you have any problems completing the form or are unsure of whether to report something, you can contact us at safeguarding@lta.org.uk.

**Emergencies**

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call 999 without delay.

\* Indicates mandatory fields

### **Details of Person Reporting:**

Name\*

Email Address\*

Contact Number

Role\*

Select Official Parent Coach LTA Staff Member Welfare Officer Child (Under 18) Adult (Over 18) Other Select

### **Where did the concern take place?**

Location\*

### **Details of your concern**

Date concern occurred\*

Who else have you
informed about the
concern?\*

 Local Authority Designated Officer (LADO)

 Police

 LTA Safeguarding Team

 Local Authority Children's Services

 Local Authority Adult Services

 County Association

 Other

Other People Informed\*

Concern summary\*

Provide a top-line summary of the safeguarding concern, e.g. parent was observed hitting a child at a competition / coach alleged to have sent inappropriate messages to child, etc.

Details of concern\*

Provide a detailed description of the safeguarding concern. Ensure you include details of what happened, those involved, dates, locations and anything else you consider important. In an emergency, please call the police without delay on 999.

### **Details of those involved in the concern**

### **Victim(s) if known**

First Name

Role

Select

Role Other\*

Surname

DOB

Address

### **Alleged perpetrator(s) if known**

First Name

Role

Select

Role Other\*

Surname

DOB

Address

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(Part of PCTB)

**PRESTWICH TENNIS CLUB**

Copy of LTA Form for reporting a concern (available on LTA website)