

Concern Reporting Procedure

Anyone who is concerned about the well-being of a child or adult at risk, or who has a disclosure of abuse or neglect made to them must:

RESPOND

- Reassure the child/adult.
- Listen carefully and calmly.
- Note down what you are told (or have observed) with dates and times.
- Keep questions to a minimum.
- Do not promise secrecy. (See Appendix B for guidance.)

REFER

- If someone is in immediate danger call the Police (999).
- If someone is NOT in immediate danger: Speak to our Welfare Officer (below) If unavailable, call the LTA Safeguarding Team or NSPCC for advice.
- Inform the parent/carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk.

RECORD

- Write down an account of your concerns as soon as possible after the event.
- Call or email our Welfare Officer to report (below). Please include details (who?, where?, what?, when? ages of any children, your concerns and your contact details).
- Or click to fill in Game4Padel's [Report a Concern Form](#). [to follow]
- Your information will be treated in confidence but shared, if appropriate, with the LTA Safeguarding Team and/or local Authorities. Alternatively, you can report directly to LTA Safeguarding (below).

CONTACT DETAILS

Game4Padel Welfare Officer: Carol Milligan 07743 040995 / Email: carol@game4padel.com

LTA (The governing body for tennis and padel in the UK):

Email: safeguarding@lta.org.uk

Report a Concern Form: <https://safeguardingconcern.lta.org.uk>

(For cases in Scotland or Wales, ongoing consultation will be with Tennis Scotland or Tennis Wales respectively.)

Emergency services: 999

NSPCC: 0808 800 5000