

**Contacts**

**LTA Lead Safeguarding Officer:** David Humphrey  
(contactable via online concern form)

**LTA online concern form:** <https://safeguardingconcern.lta.org.uk>

**NSPCC:** 0808 800 5000

**Ann Craft Trust:** 0115 951 5400

**Emergency Services:** 999

**Find your nearest Adult Safeguarding Board:**  
<https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board>

Safeguarding concerns (including low level concerns) arise about a child or adult at risk (including a person who works with them).

Is a crime happening or been committed, or is the child/adult in immediate danger or need immediate medical attention?

Yes → Call 999.

No

Does the concern relate to a child or adult at risk?

Adult

Speak to the adult (if safe to do so). Tell them what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.

Seek consent from the adult. If you feel that they do not have capacity to consent, you can act without consent but you must log your decision.

Child

Inform the Venue Welfare Officer

If the Venue Welfare Officer is not available, or they are implicated, please contact the LTA Safeguarding Team via the LTA online concern form. If you need advice outside of business hours, and it is not an emergency, you can contact the NSPCC (children) or your adult safeguarding board.

You should discuss the concerns with parents/carers of the child except where this may place a child or others at risk.

LTA online concern form completed by Venue Welfare Officer (or alternative if they are not available).

Concern may amount to Prohibited Conduct and requires further investigation by the LTA.

Safeguarding Team triage concern and assess/investigate whether it may amount to Prohibited Conduct.

Concern does not constitute Prohibited Conduct.

Referral to statutory agencies (if not already complete). LTA considers a suspension from tennis activity and notifying relevant parties. Consultation with statutory agencies to share information and agree investigative strategy.

Low level concern that can be managed by the venue.

No further action taken but record kept for intelligence purposes.

Outcome of statutory agency investigations (e.g. no further action, criminal prosecution) is reached.

LTA investigation undertaken.

Case closed and relevant parties informed.

Subject is not charged with Prohibited Conduct.

Subject is charged with Prohibited Conduct and given opportunity to admit/deny charges and the proposed measures.

Subject denies charges and/or the proposed measures.

No further action taken but record kept for intelligence purposes.

Subject admits charges and proposed measures.

Referral to Safeguarding Tribunal for determination of risk and sanctions where applicable (i.e. supervision, training, permanent ban).

Case closed and relevant parties informed.

Decision provided with appeal window of 28 days.

Decision by Appeal Tribunal.

Appeal lodged.