

## Well-Being Form

### Details of Referrer

Name		Position in Club	
Telephone / Email		Date	

### Details of Child / Adult concerned

Name		Date of Birth	
Address		Telephone / Email	
Parent Name		Date	

### Consent

Consent obtained from ..... (Adult at Risk / Parent) to gather and share information with the LTA Safeguarding team.

**NB: consent not required if you suspect abuse or if a child or adult is at immediate and significant risk of harm.**

Yes

No

Signature .....

Relationship .....

Print Name .....

Date .....

**Summary of Concerns**

Please provide facts only e.g. dates, times, names, places, etc.

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**Steps taken to resolve concern**

**Internal** (within club)

Please record details here:

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**External Referral**

(Please tick applicable)

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> LTA Safeguarding Team | Date contacted ...../...../..... |
| <input type="checkbox"/> Police                | Date contacted ...../...../..... |
| <input type="checkbox"/> Social Care           | Date contacted ...../...../..... |

**Referrer / Welfare Officer Comments**

**Outcome**

- Concern has been resolved at club level and copy of **Well-Being Form** sent to LTA Safeguarding Team

Concern has been referred to the LTA Safeguarding Team using **Well-Being Form**

**To be completed by referrer / Welfare Officer:**

I confirm the information on this form is recorded based on the facts I was given.

Signature.....

Club/Tennis Venue .....

Print Name.....

Date.....

**Please forward copy of completed form to the LTA Safeguarding Team.**

**Safeguarding Team Contact Details**

**T:** 020 8487 7179

**M:** 07971 141 024 (24 Hours)

**E:** [safeguarding@LTA.org.uk](mailto:safeguarding@LTA.org.uk)

You may find it useful to refresh your knowledge of the Safeguarding Children and Young People Policy and Safeguarding Adults Policy (as required) and guidance. This can be found at [www.lta.org.uk/safeguarding](http://www.lta.org.uk/safeguarding).

**Thank-you for completing this Well-Being form.**