



Brondesbury Sports Club

Reporting a Concern Form

BSC-POLCF-04

This form should be used to report safeguarding, discrimination, bullying, harassment or any other serious concern relating to Brondesbury Sports Club. Complete this form as soon as possible after the concern or disclosure.

1. Details of Person Completing This Form

Full name: _____

Role: (member, parent, coach, volunteer, staff, other)

Contact telephone number: _____

Email address: _____

Date form completed: _____

2. Details of Person(s) Involved

Name(s): _____

Age (if under 18): _____

Role / relationship to club: _____

3. Nature of the Concern

Please describe the concern or incident in your own words. Include dates, times, locations and the names of anyone involved or who witnessed the incident. Use additional pages if necessary.

4. Action Taken So Far

Please detail any action already taken, including who the concern has been reported to and when.

5. Immediate Risk Assessment

Is anyone in immediate danger? YES NO

If YES, have emergency services been contacted? YES NO

If YES, please provide details: _____

6. Consent and Confidentiality

Information provided will be treated as confidential and shared only on a need-to-know basis. However, information may be shared with safeguarding authorities where required to protect individuals.

7. Signature

Signature: _____

Date: _____

Submission Guidance

This form should be sent within 48 hours to the appropriate safeguarding authority:

Is someone in immediate danger?

YES – Call the police on 999.

NO – Take the following steps:

Speak in confidence to the Club Welfare Officer:

Tennis: Naomi Brightwell- 7930525215

Cricket: Robert Grant-0777956724

Squash: Mark Troman -07917 047 269

Make an objective written record of the concern as soon as possible using the Reporting a Concern Form. Send this to the LTA, ECB or England Squash Safeguarding Team within 48 hours of the disclosure.

Lawn Tennis Association (LTA) Safeguarding Team – safeguarding@lta.org.uk | 020 8487 7000

England and Wales Cricket Board (ECB) Safeguarding – safeguarding@ecb.co.uk | 020 7432 1200

England Squash Safeguarding – safeguarding@englandsquash.com | 0121 678 7000

- If the concern relates to a child and the LTA is unavailable, contact the NSPCC on 0808 800 5000
- If the concern relates to an adult, contact Local Authority Adult Social Care Services
- Hate crime may also be reported via the national True Vision reporting system