



**NOTTINGHAMSHIRE TENNIS**

# **Whistleblowing Policy / Reporting a Concern**

**1<sup>st</sup> November 2020**

Nottinghamshire LTA CLG Ltd  
hereinafter referred to as Nottinghamshire LTA

This policy only applies to programmes, competitions, events and teams promoted and managed by Nottinghamshire LTA

Club related issues and concerns are to be dealt with by the relevant Club Welfare Officer following the club's own Safeguarding Policy

## 1. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a county, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

### What is whistleblowing?

In the context of safeguarding, “whistleblowing” is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

### How to raise a concern about a child or an adult at risk whilst attending a county organised event:

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the County Administrator at [office@nottshta.co.uk](mailto:office@nottshta.co.uk) or on 07759 474606. The County Administrator will pass the details of the concern on to the County Safeguarding Officer or failing that the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistleblower does not feel comfortable raising a concern with the County Administrator, the whistleblower should contact the LTA Safeguarding Team using the online form which can be found on the LTA website via this link: [Report a Concern the LTA Safeguarding Team](#) or they can call the LTA Safeguarding team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

### Information to include when raising a concern

The whistleblower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

### What happens next?

All concerns raised by a whistleblower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistleblower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC

Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**Support**

Nottinghamshire LTA will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

This Policy and Code of Conduct is reviewed every two years (or earlier if there is a change in national legislation).

This Policy and Code of Conduct is recommended for approval by:

Nottinghamshire Lawn Tennis Association Chair:

Jill Shelvey:

Date: 01/11/2020

Handwritten signature of Jill Shelvey in black ink.

Nottinghamshire Lawn Tennis Association County Safeguarding Officer

Sue Clague:

Date: 01/11/2020

Handwritten signature of Sue Clague in blue ink.