

# **Welfare & Safeguarding – Key Contacts**

Dependent on the concern/disclosure, a referral may be made to:

- **The police in an emergency (999)**
- **Jesmond Lawn Tennis Club Welfare Officer**  
Jude Allen. Phone: 07814 421 037
- **Local Authority Children’s Services Initial Response Service:**  
Phone 0191 277 2500. Email: irsadmin@newcastle.gov.uk
- **Local Authority Adult Services**  
Phone 0191 278 8377. Email: scd@newcastle.gov.uk
- **Local Authority Designated Officer**  
Melanie Scott. Phone: 0191 2116730.  
Email: melanie.scott@newcastle.gov.uk
- **Disclosure and Barring Service**  
DBS helpline 03000 200 190

## **Where there is a safeguarding concern/disclosure:**

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure.
- Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/ adult at risk at all times.