

Case Management Group: Terms of Reference

1. The (sport's governing body) has a responsibility to safeguard, protect and promote the welfare of children and young people under the Children Act 2004 and in accordance with "Working Together to Safeguard Children, 2013".
2. The Case Management Group is responsible for ensuring that all allegations, incidents or referrals related to the safeguarding of children and young people are dealt with fairly and equitably within appropriate timescales. This includes criminal records disclosure information being considered and decided on a consistent and equitable basis.
3. In particular and without limiting that responsibility, the Case Management Group shall:
 - i) Inform the appropriate statutory agency (the police and/or the Local Authority Children's Social Care Department) where a report is made relating to concerns about suspected or actual abuse of a child/young person, and to comply with any directions or requirements they may make regarding the case.
 - ii) Give direction where appropriate to the sport's Safeguarding/Child Protection team (or officer) as to the level of cases - as high risk, medium risk or low risk.
 - iii) Give direction where appropriate as to the level at which a case is to be managed.
 - iv) Determine where appropriate which cases the Case Management Group need to be directly involved with and advising on what level of investigation should be undertaken.
 - v) Analyse any reports commissioned and determine whether any further actions are required.
 - vi) Make initial decisions regarding risk from the information received and determine how such risks are to be managed.
 - vii) Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.
 - viii) Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport.
 - ix) Consider any criminal records disclosure information in accordance with the (sport's) safer recruitment protocol. Any disclosures which contain "non-conviction information" should be considered by the Case Management Group.
 - x) Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols.
 - xi) Advise on referrals of individuals to the Disclosure and Barring Service, AccessNI or Disclosure Scotland.
4. The Case Management Group must ensure that all deliberations are child focused. In any decision made by the CMG, the welfare of the child/young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.
5. All decisions made by the Case Management Group must be fair, open and transparent. The CMG must adopt an open-minded approach until allegations/concerns have been investigated. The CMG will be guided by the (sport's) Equity Policy and the principle that all children have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.
6. The Case Management Group will operate independently of the (sport's) Management Board.
7. The Case Management Group may refer any cases which deal solely with coaching poor practice to the Coaching Review Board (or equivalent) to deal with in accordance with their own Terms of Reference.



8. All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 1998 and the Human Rights Act 1998.

All members of the Case Management Group will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the Case Management Group have an overriding obligation to protect children at risk of harm and may therefore share information as appropriate with third parties.

9. Any member of the Case Management Group shall inform the (sport's) Legal Officer if they discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case.
10. The Case Management Group will have the following membership:
- ~ Senior Officer with overall responsibility for Safeguarding/Child Protection and Equity (Chairperson)
 - ~ Safeguarding/Child Protection Manager/Officers
 - ~ Equity and Welfare Officer
 - ~ Legal Adviser
 - ~ Disciplinary Manager
 - ~ Independent Safeguarding/Child Protection Adviser
 - ~ Criminal records checks administrator
 - ~ Representative from Schools or Youth (optional)
 - ~ Representative from the Coaching Team (optional)
11. The Case Management Group will meet (state frequency etc.). The Case Management Group may also meet by way of telephone/video conferencing if necessary.
12. The quorum for every decision is a minimum of three members of the Case Management Group and if necessary the CMG Chair will have the deciding vote.

