Case Management Group: Membership

Introduction

1. It is essential that the Case Management Group (CMG) brings together a wide range of perspectives within their own sport. This will certainly include representatives from the Safeguarding/Child Protection team, Legal, Disciplinary, and an Independent Safeguarding/Child Protection Advisor.

2. Members of the Case Management Group will have either a strategic or operational management role within the sport, and/or an advisory role in relation to safeguarding/child protection.

3. Members of the Case Management Group will be appointed by the Senior Officer with overall responsibility for Safeguarding/Child Protection and Equity and the Safeguarding Manager.

4. Case Management Group members will be expected to:
   ~ be able to speak for their discipline with authority
   ~ hold the organisation to account where appropriate
   ~ ensure that they attend the meetings regularly
   ~ accept that on occasions they may be called upon to endorse a CMG decision or resolution not in line with their own views
   ~ have their dissent from a decision or action recorded
   ~ declare any conflict or potential conflict of interest

5. It is essential that the collective experience of the Case Management Group includes:
   i) operational experience and knowledge of multi-agency safeguarding
   ii) detailed knowledge of the legislation and guidance relating to safeguarding issues
   iii) excellent communication and inter-personal skills, and to be able to relate to professionals within the statutory agencies, members and officials of the sports club etc
   iv) an understanding of anti-discriminatory practice

Specific Roles:

Chairperson

1. The Chairperson will be a Senior Officer within the sport with overall responsibility for Safeguarding/Child Protection and Equity.

2. The Chairperson will be able to chair the regular meetings, demonstrating personal authority to ensure clear and meaningful decision-making.

3. The Chairperson will be able to communicate effectively with the sport’s Council and Governing Body as appropriate in relation to safeguarding/child protection policies and practice.

Safeguarding/Child Protection Manager

1. The Safeguarding/Child Protection Manager is responsible for:
   ~ the co-ordination of the regular CMG meetings
   ~ forwarding the agenda, reports on each case etc to all CMG members in advance of each meeting
ensuring that actions agreed at the CMG are followed up

2. The Safeguarding/Child Protection Manager will possess:
   ~ Good inter-personal and communication skills
   ~ Good organisational skills
   ~ Substantial safeguarding/child protection knowledge and experience

3. The Safeguarding/Child Protection Manager will:
   i) provide managerial oversight of all safeguarding/child protection referrals made within the sport
   ii) ensure that all safeguarding/child protection cases are processed according to the sport’s Case Management Procedures and Policies
   iii) ensure that cases are referred to statutory agencies as appropriate
   iv) monitor the progress of all cases referred to statutory agencies for investigation and assessment

Independent Safeguarding/Child Protection Adviser

The Independent Safeguarding/Child Protection Adviser will:

   i) have a professional qualification and substantial safeguarding/child protection experience
   ii) have a thorough understanding of safeguarding/child protection legislation and the workings of statutory agencies
   iii) have expertise in relation to risk assessments and the management of risk
   iv) bring to the CMG and the sport an independent safeguarding perspective