

## CASE MANAGEMENT GROUP AND CASE MANAGEMENT PANEL: TERMS OF REFERENCE

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	18 <sup>th</sup> May 2020
1.1	Reviewed document and added document history.	Live	1 <sup>st</sup> November 2021

### Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales has a responsibility to safeguard, protect and promote the welfare of children and young people, under the “Children Act 2004” and in accordance with “Wales Safeguarding Procedures 2019”.

The Case Management Group, (CMG) and Case Management Panel (CMP), are responsible for ensuring that all allegations, incidents or referrals, related to the safeguarding of children and adults at risk, 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.

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 Social Care Department), where a report is made relating to concerns about suspected or actual abuse of a child or adult at risk and to comply with any directions or requirements they may make, regarding the case.
- ii) Give direction where appropriate, to Table Tennis Wales’ Safeguarding team, 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 Table Tennis Wales' safer recruitment protocol. Any disclosures which contain "non-conviction information", should be considered by the Case Management Group.
- x) Advise on referrals of individuals to the Disclosure and Barring Service,

The CMG and CMP must ensure that all deliberations are Child focused. In any decision made by the CMG, the welfare of the child or adult at risk, is the paramount concern and takes precedence over those of any adult, where there is a perceived conflict of interest.

All decisions made by the CMG and CMP 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 Table Tennis Wales' 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.

The CMG and CMP will operate independently of Table Tennis Wales' Management Board. However, the CMG and CMP will report any findings and have a line of accountability to the board, via the Director for Safeguarding.

The CMG 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.

All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the CMG and CMP 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 CMG and CMP will maintain the confidentiality of children and/or adults involved in the cases considered. All members of the CMG and CMP have an overriding obligation to protect children or adults at risk of harm and may therefore share information as appropriate with third parties.

Any member of the CMG and CMP shall inform the National Safeguarding 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.

The CMG and CMP shall be made up of the National Safeguarding Officer and a number of safeguarding experts from within other sports and occupations. Independent safeguarding experts may be invited onto the CMG and CMP, as required. The National Safeguarding Officer will chair the meetings.

The CMG and CMP will meet on an 'as required' basis. Both Groups may also meet by way of telephone/video conferencing if necessary.

The quorum for every decision is a minimum of three members and if necessary, the Chair will have the deciding vote.