



CHILD PROTECTION CASE MANAGEMENT GROUP (CMG)

(Updated April 2018)

A Case Management Group (CMG) comprises a minimum of three people, with the exact membership determined by the nature of the case and availability of members. A CMG will be drawn from:

- Chief Executive Officer
- Lead Safeguarding Officer
- National Delivery Manager
- National Leagues representative
- National Teams representative
- Club representative
- Regional/Club Welfare Officer representative
- Police/Social Care/LADO
- Legal advisor
- External child protection 'advisor /practitioner /expert'

Any additional persons may be called upon if the CMG feel their professional input is required.

PURPOSE

In particular and without limiting that responsibility, the Case Management Group shall:

1. Make decisions as to what level each case should be dealt with.
2. Make decisions on all reported cases relating to the welfare of children, young people and vulnerable adults. These decisions will relate to the route the case will take either internally or via the external statutory agencies.
3. Monitor and review progress on all cases and to identify any trends emerging which may require a review of current policies and procedures.
4. 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.
5. 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.

6. 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.
7. Analyse any reports commissioned and determine whether any further actions are required.
8. Make initial decisions regarding risk from the information received and determine how such risks are to be managed.
9. Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport.
10. 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.
11. Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols.
12. Advise on referrals of individuals to the Disclosure and Barring Service

MEMBERSHIP

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

It is essential that the collective experience of the Case Management Group includes:

- operational experience and knowledge of multi-agency safeguarding
- detailed knowledge of the legislation and guidance relating to safeguarding issues
- 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
- 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.

INDEPENDENT SAFEGUARDING/CHILD PROTECTION ADVISER

The Independent Safeguarding/Child Protection Adviser will:

1. have a professional qualification and substantial safeguarding/child protection experience
2. have a thorough understanding of safeguarding/child protection legislation and the workings of statutory agencies
3. have expertise in relation to risk assessments and the management of risk
4. bring to the CMG and the sport an independent safeguarding perspective

TERMS OF REFERENCE

1. All referrals of potential child abuse, neglect, child welfare, poor practice/misconduct or because of information received through a DBS disclosure must be reported directly to Basketball England.
2. The Basketball England Child Protection Case Management Group (CMG) shall be appointed for each case by the Basketball England Lead Safeguarding Officer or the Basketball England Chief Executive.
3. The persons appointed shall be suitably experienced and/or qualified and will familiarise themselves with the relevant legislation, policies and guidance.
4. The Basketball England Lead Safeguarding Officer can directly advise the Police/Children's Social Care in the event of child protection allegations deemed urgent. The Basketball England Chief Executive should then be informed.
5. The CMG will operate independently of the Basketball England Board.

6. Any person appointed to the CMG shall declare immediately to the Basketball England Lead Safeguarding Officer or Chief Executive should they discover they are connected, or have any conflict of interest in any case which would disqualify them from participation in any matters relating to that particular case.
7. All documents to be held under the management and direction of the Basketball England Lead Safeguarding Officer.
8. The Basketball England Lead Safeguarding Officer on receipt of referral will notify members of the CMG within 48 hours. Upon receipt of the allegation the CMG must have an initial discussion within 5 working days.
9. Any case involving Police, Social Care or LSCB investigation will pend the outcome of any investigation by the statutory agencies. The CMG will decide in consultation with the statutory agencies whether to initiate a temporary suspension.
10. In the case of information received through DBS Disclosure the CMG will act as per 7 above and decide on the action (or no action) to be taken. An initial discussion should be held with at least 2 members of the CMG to decide if the information could be relevant to basketball. If either believe so, then:
 - Further information gathered from individual
 - CMG meeting held
 - Decide on if temporary suspension is necessary and subsequent investigation
11. All Child Protection and Welfare matters shall be regarded as highly confidential, not for disclosure outside of the CMG unless agreed by the group in the interests of safeguarding, and in line with the Data Protection Act.
12. Any member of the CMG who is accused of a criminal offence or poor practice misdemeanour shall be immediately suspended from his/her duties with the CMG, pending investigation. The Basketball England Chief Executive Officer is the only person who can discharge any CMG member for whatever reason deemed inappropriate in any post connected to CMG appointment.
13. A member appointed to the CMG may resign in writing addressed to the Basketball England Chief Executive Officer or Lead Safeguarding Officer. In the event of a resignation the knowledge, information and case details of any case pending, completed or spent shall remain confidential with a binding and permanent obligation.
14. The CMG may decide on the appropriate sanction, as outlined in the reporting procedures. They may also decide to refer a matter to the Basketball England Chief Executive Officer, another Basketball England department or process, or to another organisation.