



## **BASKETBALL ENGLAND CHILD PROTECTION & ADULTS AT RISK CASE MANAGEMENT GROUP (CMG) (UPDATED JUNE 2018)**

A Case Management Group (CMG) comprises a minimum of three people. The Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. This includes criminal records disclosure (DBS) information being considered and decided on a consistent and equitable basis.

The exact membership will be appointed through a transparent recruitment process with the aim to recruit people with backgrounds in safeguarding, child protection and adults at risk. The members and their roles will be advertised through Basketball England's website to ensure the whole process is open and transparent.

Any additional persons may be called upon if the CMG feel their professional input is required. These additional persons may consist of, but are not limited to:

- Lead/Deputy Safeguarding Officer
- National Delivery Manager
- National Leagues representative
- National Teams representative
- Club representative
- Regional/Club Welfare Officer representative
- Police/Social Care/LADO
- Legal advisor
- HR Manager
- External child protection/adults at risk advisor/practitioner/expert

### **PURPOSE**

The purpose of the Case Management Group and without limiting that responsibility, 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 adults at risk. These decisions will relate to the route the case will take either internally or via the external statutory agencies.
3. The CMG will ratify/check and challenge any actions taken by the Lead Safeguarding Officer
4. Monitor and review progress on all cases and to identify any trends emerging which may require a review of current policies and procedures.
5. Inform the appropriate statutory agency (the police and/or the Local Authority Children's Social Care Department/Adult Social Care Services) where a report is made relating to concerns about suspected or actual abuse of a child/young person/adult at risk, and to comply with any directions or requirements they may make regarding the case.



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

## **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 both child and adult at risk 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



## TERMS OF REFERENCE

1. All referrals of potential child abuse, neglect, adults at risk, 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 & Adults at Risk (CMG) will consider each case.
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/Adult Social Care Services in the event of child protection/adults at risk 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, Adult Social Care or LSCB investigation will hold back the outcome of any investigation by the CMG/Lead Safeguarding Officer.
10. The CMG will make every effort to support any case lead by Police, Social Care, Adult Social Care or LSCB
11. The CMG will decide in consultation with the statutory agencies whether to initiate a temporary suspension.
12. 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
13. All child protection, adults at risk 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 General Data Protection Regulations.
14. 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.



15. 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.
16. 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, Basketball England's Disciplinary Officer, another Basketball England department, or process, or to another organisation.
17. The CMG will ensure that Basketball England's Equality policy is fully adopted, adhered to throughout any investigation, case and decision