

SSI Case Management Group Terms of Reference

Committee Name:

- SSI Case Management Group

Type:

- An ad-hoc working group formed to co-ordinate the SSI response to a safeguarding concern that has been reported to or come to the attention of SSI.

1. Introduction:

- 1.1 Safe Sport International (SSI) is committed to ensuring the wellbeing and safety of everyone engaged in its activities and through the provision of its activities. Where safeguarding concerns come to its attention, the Safe Sport International Safeguarding Policy and Procedures form the basis of the Case Management Group (CMG) response.
- 1.2 All reported or identified concerns will be recorded and responded to. In many cases SSI's role will be to provide advice to individuals or organisations about the appropriate organisations which have responsibility for managing the concern or allegations.
 - 1.2.1 Where concerns relate to 'covered persons' under its Safeguarding Policy, and/or where SSI believes that a child or adult may be at immediate risk and no other organisation which has jurisdiction is taking action, SSI will convene a CMG to co-ordinate its response.
- 1.3 The CMG will also be convened where a reported or identified concern may relate to a potential or actual reputational risk to SSI.

2. Purpose:

- 2.1 The purpose of the Case Management Group is to ensure that all concerns raised about 'covered persons', children and adults 'at risk' are dealt with in a fair and equitable manner as well as in a timely manner.
- 2.2 The role of the Case Management Group includes:
 - 2.2.1 Co-ordinating the process of SSI's response to identified and/or reported safeguarding concerns.
 - 2.2.2 Making a dynamic assessment of actual or potential risk to individuals or groups.
 - 2.2.3 Agreeing SSI's initial response.
 - 2.2.4 Identifying appropriate next steps.
 - 2.2.5 Reviewing and monitoring the progress of safeguarding concerns
 - 2.2.6 Identifying and communicating lessons learned.
 - 2.2.7 Providing anonymised information to the SSI board of trustees about management of reported concerns.

3. Principles:

- 3.1 The welfare and best interests of the child(ren) or adult(s) 'at risk' will be the paramount consideration in all Case Management Group decisions and actions
- 3.2 Everyone has an equal right to protection from harm regardless of their gender, culture, race, ethnicity, age, religion, sexual orientation, or ability
- 3.3 All adults have a responsibility to respond when they are concerned that a child may be suffering or is at risk of suffering significant harm. Where the threshold for statutory services involvement is met, SSI will refer concerns to the relevant agencies as required by legislation.
- 3.4 Where a concern relates to an identified adult, that adult will be supported to take a lead in deciding what action is taken. However, where the CMG considers that there is a high level of immediate risk to the individual and/or to others, especially children, if it does not share information, it reserves the right to share that information with relevant organisations who are able to take the appropriate child / adult protection action.

- 3.5 Concerns involving 'covered person/s' under the SSI Safeguarding Policy will be responded to as a potential breach of SSI's Code of Conduct. Suspension of involvement with SSI may be required whilst an investigation is carried out by SSI and/or statutory agencies. Suspension is a neutral act, taken while issues are clarified or investigated
- 3.6 Information shared within the CMG is to be treated as strictly confidential and only shared on a 'need to know' basis and with the permission of the CMG. Information will not be shared with individuals who have no legitimate, direct connection with the case. Decisions will be recorded and stored securely in line with our Data Protection Policy
- 3.7 Support needs of affected persons during the safeguarding process will be considered by the CMG.

4. Responsibilities:

- 4.1 Following a safeguarding concern being reported to or identified by SSI, to the following steps will be taken:
 - 4.1.1 Determination as to whether the reported concern is one which is covered by SSI's Safeguarding Policy and whether it needs to pass on to an organisation with jurisdiction, and if the CMG need to be directly involved
 - 4.1.2 Agree what information needs to be able to be clarified in order to make appropriate decisions, whether or not an internal and/or external investigation is needed and at what level this should be undertaken in a continuum of poor practice to actual or suspected abuse of a child or adult 'at risk' and/or whether the concern relates to a potential reputational risk to SSI
 - 4.1.3 Analyse any reports and determine whether any further actions are required
 - 4.1.4 Make initial decisions regarding risk and determine how such risks are to be managed. For example, suspension without prejudice.
 - 4.1.5 Advise on referrals of organisations to external agencies (for example police, child services, local NGOs, Charity Commission) as appropriate, and ensure there is follow-up on referrals.

- 4.1.6 Continue to meet until a final resolution is reached. This could include:
agreement that no actions are needed; agreement on steps required in order for an individual or organisation to continue as a member of any of SSI's groups or partnerships; agreement to end a partnership, contractual associate, supplier or sponsorship agreement; disciplinary action against SSI staff; removal of a trustee from SSI; reporting a major incident to the UK Charity Commission
- 4.2 Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.

5. Authority:

- 5.1 To co-ordinate the SSI response to a reported or identified safeguarding concern.

6. Composition:

- 6.1 SSI Trustees will appoint a Chair of the CMG. This will usually be the SSI Safeguarding Lead or Deputy Safeguarding Lead, dependent on availability. If a concern is raised about either the Safeguarding Lead or the Deputy, then the other will chair the CMG.
- 6.2 CMG members will have relevant safeguarding expertise and experience such as: statutory investigation experience in child or adult protection, legal expertise in safeguarding, safeguarding lead officer experience, lived experience of abuse in sport and experience of contributing to organisational management of reported concerns.
- 6.3 The minimum number of CMG members shall be 3.
- 6.4 If a member of the CMG has a conflict of interest, this should be declared immediately. The individual must recuse themselves from the group.
- 6.5 The SSI COO will be a member of the group and will be responsible for ensuring any recommended actions for SSI are carried out.
- 6.6 SSI may decide to seek external legal or other advice to support the CMG's decision-making

7. Responsibilities of Members:

- 7.1 To uphold the SSI Code of Conduct and SSI Volunteer Agreement
- 7.2 To comply with these terms of reference, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the purpose, vision and operations of Safe Sport International.
- 7.3 To engage fully in collective consideration of the issues, contributing insights and opinions and taking account of the full range of relevant factors, including any guidance available.

8. Meetings:

- 8.1 The Case Management Group will initially aim to meet virtually, within 48 hours following any concern raised.
- 8.2 The CMG will arrange any subsequent meetings in a timely manner.

9. Decisions:

- 9.1 All decisions made by the CMG will be fair, open, and transparent to affected persons.
- 9.2 The quorum for every decision is a minimum of three members of the Case Management Group.
- 9.3 If necessary, the CMG Chair will have the deciding vote.

10. Communications and File Storage:

- The CMG will have a dedicated communication and file storage area in SSI Microsoft TEAMS.
- Members will be invited to be part of the "*SSI Safeguarding Panel*" Team using an email address provided by each member.
 - Each safeguarding concern will have its own private channel in teams. This will **only** be accessible by members of the Case Management Group for that particular concern. To maintain confidentiality, documents relating to a particular concern must be stored in the "*Files*" tab of the relevant channel.

- SSI Safeguarding Policy and Procedure documents will be accessible via the “General” channel and the “Safe Sport International” team.
- Members will be able to use the “General” channel to communicate with each other via the “Posts” function. **All** SSI Safeguarding Panel members will be able to see the content in each post.

11. Resources and budget:

- There is no direct budget allocated to this committee.

Associated Policies, Procedures and Documentation

- Code of Conduct
- Safeguarding Procedures (including Safeguarding Concern Report Form)
- Case Management Group Terms of Reference
- Privacy Notice
- Complaints Policy
- Safer Recruitment Policy

TOR Adopted:

- This TOR was prepared by Anne Tiivas, Chair of Trustees and Safeguarding Lead, 25/02/2024 and approved by the SSI Trustee Board 25/03/2024.
- This TOR is to be reviewed every 2 years by the SSI Safeguarding Panel and the SSI Trustee Board.