



Safeguarding Working Group & Case Management Group: Terms of Reference

1. England Squash has a responsibility to safeguard, protect and promote the welfare of children and young people under the Children Act 2004 and in accordance with “Working Together to Safeguard Children, 2015”. England Squash will also ensure their responsibility to safeguard adults at risk through the Care Act: safeguarding adults. The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect.
2. The Safeguarding Working Group (SWG) is responsible for the operational delivery of work that safeguards children, young people and adults at risk. The Case Management Group (CMG) is responsible for ensuring that all allegations, incidents or referrals related to the safeguarding of children and young people 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.

Allegations, incidents or referrals are supplied to the SWG & CMG and require investigation, further discussion and possible action. Allegations, incidents or referrals will only be accepted in writing, electronically or via hard copy. An incident referral form is also available online. There is a full case management process for recording allegations, incidents and referrals and storing these securely in compliance with relevant legislation. Any concern can be raised confidentially and the SWG & CMG will ensure anonymity.

3. In particular and without limiting that responsibility, the CMG shall:
 - i) Determine where appropriate which cases the CMG need to be directly involved with and advising on what level of investigation should be undertaken.
 - ii) Where high risk cases occur 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 or adult at risk, and to comply with any directions or requirements they may make regarding the case.
 - iii) Make initial decisions regarding risk from the information received and determine how such risks are to be managed. Consider medium and low risk cases and decide whether to issue any conditions regarding personnel involved and the appropriate action required.
 - iv) Give direction and keep records where appropriate to the county and club squash welfare officers as to the level of cases their management and risk assessment monitoring - as high risk, medium risk or low risk.
 - v) Analyse any reports commissioned and determine whether any further actions are required.

- vi) Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.
- vii) Consider any criminal records disclosure information in accordance with the squash safer recruitment protocol. Any disclosures which contain “non-conviction information” should be considered by the CMG.
- viii) Advise on matters of safeguarding policy, strategy and procedure, and approve relevant protocols.

4. The SWG & CMG must ensure that all deliberations are child/ adult at risk focused. In any decision made by the SWG & CMG the welfare of the child/young person/ adult at risk is the paramount concern.

5. All decisions made by the SWG & CMG must be fair, open and transparent. The CMG will adopt an open-minded approach for all investigations. The CMG will be guided by the England Squash Equality Policy and the principle that all children/adults at risk have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation. If required, England Squash will seek the advice of an independent safeguarding expert to ensure decisions are made in line with current legislation and that the safety of all children and vulnerable adults is paramount.

6. The CMG will operate independently of the England Squash Board. CMG will report to the board every quarter, no personal data will be shared. Information may be shared directly with the England Squash Senior Management Team where appropriate.

7. All safeguarding matters will be regarded as highly confidential and not for disclosure outside of the CMG in accordance with the Data Protection Act 1998 and the Human Rights Act 1998. All members of the CMG will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the CMG have an overriding obligation to protect children and adults at risk of harm and may therefore share information as appropriate with third parties.

9. Any member of the CMG will inform the CMG if they discover they are connected, or have a conflict of interest and recuse themselves from participating in any matters relating to that particular case.

10. The CMG will look to have representation from a range of departments, particularly those who have direct engagement with young people and adults at risk, and an external independent safeguarding and child protection adviser. No more than 6 members will sit on the group.

11. The CMG will meet regularly throughout the year. The CMG may also meet by way of telephone/video conferencing if necessary.

12. Progress of the SWG will be undertaken through a tactics tracker. Minutes will not be taken at each meeting but actions recorded and sent via e-mail.