



CURRENT REVIEW:	MAY 2020
NEXT REVIEW:	MAY 2023

TERMS OF REFERENCE

CASE MANAGEMENT GROUP

1. Great Britain Wheelchair Rugby (GBWR) has a responsibility to safeguard, protect and promote the welfare of children, young people and adults at risk.
2. The Case Management Group (CMG) is responsible for ensuring that all allegations, incidents or referrals relating 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 information being considered and decided on a consistent and equitable basis.
3. In particular and without limiting that responsibility the CMG shall:
 - a. Inform the appropriate statutory agency (the police and/or the Local Authority Children's/Adult Social Care Department) where a report is made relating to concerns about suspected or actual abuse of an adult at risk, child/young person, and to comply with any directions or requirements they may make regarding the case.
 - b. Give direction where appropriate to the GBWR Safeguarding Officer as to the level of cases - as high risk, medium risk or low risk.
 - c. Give direction where appropriate to the GBWR Safeguarding Officer, Club Welfare Officer and any other staff or volunteers responsible for safeguarding as to the level of cases as high risk, medium risk or low risk.
 - d. 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.
 - e. Analyse any reports commissioned and determine whether any further actions are required.
 - f. Give direction where appropriate as to the level at which a case is to be managed.
 - g. Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.
 - h. Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in wheelchair rugby.
 - i. Consider any criminal records disclosure information in accordance with GBWR's safer recruitment protocol. Any disclosures which contain "non-conviction information" should be considered by the Case Management Group.
 - j. Advise generally on matters of safeguarding policy strategy and procedure and to approve appropriate protocols.
 - k. In consultation with the RFU Safeguarding Lead advise on referrals of individuals to the Disclosure and Barring Service, AccessNI or Disclosure Scotland.
4. In any decision made by the CMG, the welfare of the adult at risk, child/young person is the paramount concern (and takes precedence over those of any adult where there is a perceived conflict of interest).



5. All decisions made by the CMG 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 the GBWR Equality Policy and the principle that all persons have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.
6. The CMG will operate independently of the GBWR Board of Trustees and Board of Management.
7. All safeguarding and adult/child protection matters must be regarded as highly confidential and not for disclosure outside of the CMG unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 2018 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 adults and children at risk of harm and may therefore share information as appropriate with third parties.
8. Any member of the CMG shall inform the Chair GBWR 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.
9. The CMG will have the following membership:
 - a. Board Lead Safeguarding (Chair)
 - b. CEO
 - c. Lead Safeguarding Officer
 - d. RFU Safeguarding Officer (or their representative)
10. Where a seat is vacant on the CMG or a member of the CMG cannot be reached or cannot attend an urgent meeting, and their absence would affect the CMG's ability to make a decision, the National Development Director or a member of the Board of Trustees may join the CMG temporarily. This should only take place where a time-sensitive decision is required.
11. The CEO and /or the Lead Safeguarding Officer shall have the authority to make urgent, time sensitive decisions about the management of a case where required for the protection of an adult at risk or child/young person.
12. The CMG will meet at least once a year. The CMG may also meet by way of telephone/video conferencing if necessary.
13. The quorum for every decision is a minimum of three members of the CMG and if necessary the CMG Chair will have the deciding vote.