

# YST Case Management Group (CMG) Terms of Reference

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The Youth Sport Trust has a responsibility to safeguard, protect and promote the welfare of children, young people, and adults in accordance with the relevant home nation legislation and guidance as detailed in the Youth Sport Trust Safeguarding Children Policy and the Youth Sport Trust Safeguarding Adults Policy.

The CMG is responsible for ensuring that all safeguarding matters arising in the charity are dealt with in accordance with the Youth Sports Trust policies and procedures and to ensure that, where issues arise, they are dealt with fairly and consistently.

The group will provide advice, guidance, and recommendations in relation to the management of safeguarding concerns, cases and adverse criminal records check disclosures on a case-by-case basis across the charity. Analysing the safeguarding risk based on the information available and provide justified and proportionate risk management solutions.

## Duties

On receiving a referral, the CMG will consider all the information available and may respond by recommending one or more of the following actions:

1. No further action
2. Referral to Police, Children's Social Care, Local Authority Designated Officer, Multi Agency Safeguarding Hub (MASH), Adult Safeguarding Boards and any other home nation statutory agency (as appropriate).
3. Referral of individuals dismissed, removed, or would have been removed from regulated activity in accordance with the charities duty to refer to the Disclosure and Barring Service and / or Disclosure Scotland.
4. Commission a more detailed investigation.
5. Impose a temporary suspension on the individual.
6. Request further information.
7. Reserve the right to direct a case for independent, legal or other professional case management services on behalf of the Youth Sport Trust.
8. Direct the matter to proceed under the appropriate Youth Sport Trust disciplinary procedures.
9. Require the individual to undergo training.
10. Impose a supervision and mentoring requirement on an individual.
11. Make any other decision which the CMG feels is appropriate having regard to all the circumstances of the case.

Where a referral is made under point two (2) the CMG will:

1. Work together with statutory and other agencies providing relevant information, attendance at meetings and any other requirements appropriate to the case.
2. Comply with any directions or requirements made by the statutory and other agencies in relation to the case (as appropriate).
3. Determine in consultation with statutory and other agencies whether a temporary suspension or any other sanction is appropriate.
4. Consider any recommendations, reports, risk assessments or any other information from statutory agencies in relation to a case and determine whether any further actions are required of the charity at the conclusion of a case.
5. Give direction to the charity as to the level of risk a case presents and how the case will be managed (as appropriate).



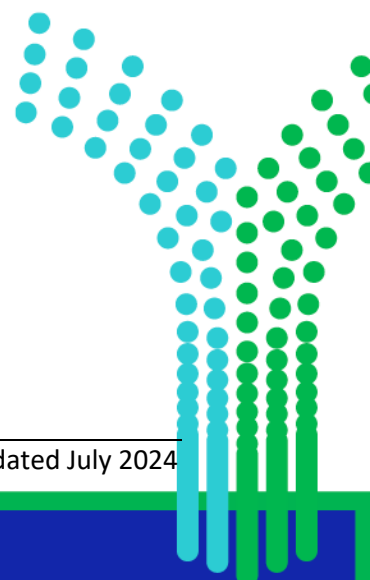
## **Criminal records checks and duty to refer individuals**

The CMG will consider and act upon:

1. All adverse criminal records disclosure information.
2. Act In accordance with the Youth Sport Trust Recruitment and Selection Policy.
3. Understand and advise as necessary on the Youth Sport Trust's duty to refer individuals to the Disclosure and Barring Service and Disclosure Scotland, as necessary.
4. Responsibility for referrals of any individuals whom YST has dismissed, removed or would have removed from regulated activity following harm or a risk of harm to a child or adult. Acting in accordance with the requirements of the Disclosure and Barring Service and Disclosure Scotland.

## **Additional duties**

1. Ensure that the welfare of children and adults is paramount in all considerations and decisions made.
2. Ensure all decisions are made in a fair, open and transparent matter.
3. Provide specific advice, recommendations, or guidance on request to the Youth Sport Trust in relation to safeguarding children and adults.
4. Monitor and review the progress on all concerns and cases.
5. Identify any trends emerging which may require referral to the Safeguarding Strategy Group for a review of YST safeguarding policies, procedures and guidance.
6. Act in accordance with the YST Equality, Diversity, and Inclusion Policy.
7. Operate independently of the YST Board.
8. Ensure all information pertaining to a case is kept confidential and shared in accordance with the Data Protection Act 1998, General Data Protection Regulation (GDPR) and YST Data Protection Policy.



## Case Management Group Membership

**Membership of the CMG will comprise of at least three (3) members and may include (but not be limited to):**

Lead Safeguarding Officer  
Deputy Lead Safeguarding Officer  
Members of the Safeguarding Strategy Group  
Assistant Director of HR  
Any other YST employed staff member as required by the case.  
Independent Safeguarding professional, advisor or consultant.

The CMG shall be appointed for each case by the Lead Safeguarding Officer. The CMG will meet as required in person, by telephone and / or virtually. A quorum for every decision is a minimum of three members of the CMG.

All members agree to inform the Lead Safeguarding Officer should they discover they are connected or have a conflict of interest which would exclude them from taking any part in a particular case.

**The collective experience of the CMG will include:**

1. Knowledge and working experience of multi-agency safeguarding in relation to children, young people, and adults.
2. Knowledge and understanding of relevant legislation and guidance in relation to safeguarding children, young people, and adults.
3. Up to date safeguarding training and CPD in relation to safeguarding children, young people, and adults.

**Each individual member of the CMG will be able to demonstrate:**

1. Knowledge, experience or interest in safeguarding children, young people, and adults.
2. An understanding the requirements of the CPSU Standards for Safeguarding Children and Young People in Sport and the Ann Craft Trust Framework for Safeguarding Adults in Sport.
3. An understanding of the Youth Sport Strategy and the policies, procedures, and culture of the charity.
4. An ability to interpret and resolve complex information around a concern or a case.
5. Excellent communication skills including the ability to present information clearly and concisely in oral and written form.
6. Able to demonstrate a high level of confidentiality.
7. A passion for the safety and wellbeing of children, young people, and adults.
8. An ability to deal in a helpful, friendly, and professional way with a wide range of people.
9. An ability to stay calm and respond positively to challenge.
10. An ability to be flexible and a team player.
11. An ability to assess and balance risks and be willing to back their own judgment.

