



BAB Child Safeguarding Policy & Guidance

as it applies to

The Case Management Group (CMG)

Policy Statements

In accordance with Clause 12.1 of the Constitution, the BAB's Child Safeguarding & Protection Policy is mandatory for all Member Associations, including their clubs and individual members providing services for children and young persons – that is, those under the age of 18.

In particular, the BAB together with its Associations and Clubs 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".

N.B. *The Case Management Group terms of reference, protocols and guidance detailed below are to be applied equally to reports involving **Vulnerable Adults**.*

Case Management Group (CMG) Terms of Reference

The CMG shall comprise the following membership, as appropriate to the case:

- BAB Lead Safeguarding Officer (LSO) - *Chairman*
- BAB Legal officer
- Executive Committee Officer (*who has appropriate expertise and/or has attended a NSPCC case management training Course*)
- BAB Insurance Liaison Officer (**non-member** but contactable for insurance queries/advice if required)
- An external agency professional (when thought appropriate by the CMG Chairman)

The CMG is responsible for ensuring that all allegations, incidents or referrals relating to the safeguarding of children and young persons are dealt with fairly and equitably within appropriate timescales. This includes considering and making decisions on Disclosure & Barring Service (DBS) information on a consistent and equitable basis.

In particular, and without limiting that responsibility, the CMG shall:

- Inform the appropriate statutory agencies (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 by a BAB member, and to comply with any directions or requirements those agencies may make regarding the case.
- Give direction, where appropriate, as to the level of cases - either as being of high, medium or low risk.
- Determine, where appropriate, which cases need CMG involvement and advising on what level of investigation should be undertaken.
- Analyse any reports commissioned and determine whether any further actions are required.



The Case Management Group (CMG)

- Make initial decisions regarding risk from the information received and determine how such risks are to be managed.
- Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.

The CMG shall ensure that all deliberations are child-focused. In any decision made, the welfare of the child/young person is the paramount concern and takes precedence over those of any other person where there is a perceived conflict of interest.

Need to Know

All safeguarding and child protection matters shall be regarded as highly confidential and not for disclosure outside of the CMG (e.g with external agencies) unless so agreed, and on a strictly “need to know” basis in accordance with GDPR 2018.

All members of the CMG will maintain the confidentiality of children, young people and/or adults involved in the cases considered.

Any member of the Case Management Group shall inform the BAB’s Legal Officer 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.

The CMG members will necessarily be informed of the identity of the ‘accused’ through any third party report raised. However, in the case of deliberating on the content of a DBS referral the LSO shall anonymise the identity of the individual whose name is only be revealed to other members of the CMG when and where the decision on the referral is to issue a Temporary Suspension Order (TSO).

CMG Decisions and Recommendations

The CMG will operate independently of the BAB’s Executive Committee and/or Management Board.

All decisions made by the CMG must be fair, open and transparent. The CMG shall adopt an open-minded approach until allegations/concerns have been investigated. The CMG will be guided by the BAB’s Equality & Equity Policy and the principle that all children/young 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.

After considering the evidence available regarding an allegation or incident, the CMG may make a decision to either dismiss the case or, where there is probable cause, issue a TSO direct to the individual and their Association Child Protection Officer (ACPO) notifying both parties that the individual is barred from working with or training with children/young persons under BAB auspices until further notice. The BAB Chairman is to be sent a copy of the TSO for information and any further action that may be considered appropriate.

In more serious cases, in addition to the issue of the TSO the CMG may make a recommendation to the BAB Chairman for additional “sanctions” to be considered by the Board. This could include, but is not limited to, inviting an Association to temporarily suspend or cancel an individual’s membership or to temporarily suspend or remove the individual from membership of the BAB itself.



The Case Management Group (CMG)

The TSO is to state:

- the reason(s) for the temporary suspension of the Coach/Student/Club volunteer
- its duration
- whether any additional sanction is being recommended for consideration by the Board
- that the action is being taken “*without prejudice, for and on behalf of the BAB*”

and

- the action that needs to be taken should the individual and/or Association wish to appeal the TSO.

Appeals

Appeals against the decision by the CMG to impose a TSO are to be actioned vide Clause 11 of the Constitution of the BAB and its supplementary policy guidance document “*BAB Disciplinary and Appeals Protocols*” both of which are available for download on the BAB website: www.bab.org.uk