Case Management Group: Terms of Reference

1. The Aikido Alliance UK 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, 2018

2. The Aikido Alliance is committed to safeguarding the welfare of all adults involved in Aikido in accordance with the Care Act 2014.

3. Our Case Management Group (CMG) is responsible for ensuring that all allegations, incidents or referrals related 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.

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

   i) 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, and to comply with any directions or requirements they may make regarding the case.
   ii) Give direction where appropriate to other members of the Safeguarding Team as to the level of cases - as high risk, medium risk or low risk.
   iii) Give direction where appropriate as to the level at which a case is to be managed.
   iv) Determine where appropriate which cases the CMG need to be directly involved with and advising on what level of investigation should be undertaken.
   v) Analyse any reports commissioned and determine whether any further actions are required.
   vi) Make initial decisions regarding risk from the information received and determine how such risksare to be managed.
   vii) Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.
   viii) Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport.
   ix) Consider any criminal records disclosure information in accordance with the (sport's) safer recruitment protocol. Any disclosures which contain "non-conviction information" should be considered by the CMG.
   x) Advise generally on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols.
   xi) Advise on referrals of individuals to the Disclosure and Barring Service, AccessNI or Disclosure Scotland.

5. When dealing with concerns about those under the age of 18, the CMG must ensure that all deliberations are child focused. In any decision made by the CMG, the welfare of the child/young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

6. 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 principle that everyone has the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.

7. The CMG will operate independently of the Alliance's other Executive Groups.

8. The CMG may refer any cases which deal solely with coaching poor practice to the individual affiliated Clubs to deal with in accordance with their own policies and procedures.

9. All safeguarding 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 1998, GDPR regulations 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 from harm and may therefore share information as appropriate with third parties.

10. Any member of the CMG will withdraw 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 (aka conflict of interest).

11. The CMG may comprise any/all of the following:

    ~ Lead Officer with overall responsibility for Safeguarding (Chairperson)
    ~ Safeguarding/Welfare Officers from Affiliated Associations/Clubs
    ~ Equity and Welfare Officer
    ~ Legal Adviser
    ~ Disciplinary Manager
    ~ Independent Safeguarding Adviser
    ~ Representative from the Coaching Team

    Individuals with particular expertise may be co-opted on a one-off or ad hoc basis to advise on cases in hand

12. The CMG will meet as required. The CMG may meet in person or by way of telephone/video conferencing.

13. Subject to any agreed and benchmarked protocols, the quorum for every decision is a minimum of two members of the CMG and if necessary, the CMG Chairperson will have the deciding vote. This condition may be waived in the event of urgent action being required e.g. to safeguard a child or adult in immediate danger or upon advice given by a statutory agency (e.g. police).