**Appendix A4.11**

## Section 1: DSW Risk[[1]](#footnote-1) and Case[[2]](#footnote-2) Management Process

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DSW Case Management Panel members |  | sports coach UK Safeguarding and Protecting Children OR Safeguarding and Protecting Children 2 workshop |  | Complete and submit DBS Disclosure Form |  | DBS information returned to Applicant |  | No concerns or identification of risk |  | Continue into role |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coaches  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other Volunteers |  |  |  |  | Identification of offence which impacts risk |  |  |  |  |  | Discussion with other counter-signatory/ies |  | Decision making recorded |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| DSW Member body staff involved with regulated activity or Welfare |  |  |  |  | Referral received through DSW processes |  | Referred to DSW Lead Welfare Officer  |  | Risk assessment conducted |  | Manageable risk identified |  | Coach/Volunteer used perhaps with specific conditions |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | No case to answer; Coach/Volunteer continues their role in DSW |  | Case discussed and recommendations made |  |  |  |  |  | Risk identified; need further support to make decision |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Sanctions are identified for coach/volunteer based on risk |  | Manageable risk identified |  |  | DSW Case Management Panel convened |  | Issue deemed to be of concern/an issue |  | Contact with DSW Internal Independent Verifier |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Concern referred to Police and/or Social Services |  | Possible criminal case to answer |  |  | Coach/Volunteer/Staff suspended pending further inquiry |  |  |  |  |  |  |  |

Section 2: The Case Management Panel

Disability Sport Wales have formed a Case Management Panel in order to ensure that referrals received about the welfare of (disabled) children and young people are escalated appropriately, and that cases are handled objectively and robustly.

The terms of reference for the group are as follows:

1. **Term and Constitution**
	1. The DSW Board of Directors will approve the constitution of the Case Management Panel with the support and guidance of the Board Welfare Champion
	2. The Board Welfare Champion will act as the Chair of the Case Management Panel
	3. The Chair of the Case Management Panel will convene an appropriately skilled panel after receiving a briefing from the Internal Independent Verifier and the DSW Lead Welfare Officer and/or DSW Associate Lead Welfare Officer about the specific case or referral
	4. The Case Management Panel will be comprised of:

*Standing Members:*

* Panel Chair (Board Welfare Champion)
* Internal Independent Verifier
* DSW Lead Welfare Officer **or** DSW Associate Lead Welfare Officer
* Independent representation with experience of Child Welfare

*Visiting Members:* (invited as and when required)

* Member organisation representative (Executive Officer or equivalent) (if the individual from that organisation is the subject of the case or referral)
* Legal representative with expertise in Safeguarding or Criminal law
* NSPCC/Sport Wales Child Protection in Sport Development Officer
* Other experts as identified or suggested by the Chair of the Panel
	1. Each panel member will have a 3 year term of representation. Panel members may elect to serve an additional two terms in discussion with the chair of the panel
	2. Any member who resigns from the panel prior to the term of their service is not permitted to discuss any cases which have dealt with or are on-going. A replacement member will be sought and will serve the remainder of the departing member’s term.
	3. Any panel member who may have a conflict of interest with regard to any of the cases or referrals discussed (or due to be discussed) at the Panel must declare them as soon as they are realised.
1. **Reporting**
	1. Reports on the outcome of the cases handled by the Case Management Panel will be fed back to the DSW Board verbally by the Chair of the Panel, and will be anonymous and received confidentially.
	2. All information shared within the Case Management Panel should be treated with the strictest confidence. It is therefore not for disclosure outside of the membership of that panel and should be consistent with current acts and legislation.
	3. Only the Chair of the Panel should deal with PR and Media interest in cases discussed at panel.
	4. The panel will agree on the route the case or referral will take through the DSW Case Management Panel flow diagram (illustrated in Section 1 of this Appendix)
2. **Additional work**
	1. The panel may be consulted by the Chair around issues associated with the DSW Welfare Policy if it is identified that there are blocks or aspects for improvement to be made as a result of it being evoked
	2. The Chair may ask the panel to provide expert advice or feedback in addition to the discussion of cases or referrals pertinent to Welfare and Safeguarding issues, or related to any requirements for amendments or additions to policy and processes
1. The Risk Management process is the entirety of the flow diagram above (blue, red and purple elements). The intention is that this will ensure good recruitment practice and thereby regulate corporate risk [↑](#footnote-ref-1)
2. The Case Management process are the parts of the flow diagram above highlighted in the red and purple boxes. The constitution of the Case Management panel is identified in Section 2 of this document. [↑](#footnote-ref-2)