



# Weightlifting Wales

**WW Safeguarding Case Management Process and SCMG Terms of Reference**

**Approved: 2023**

**Review: 2026**

## WW Safeguarding Case Management Process and SCMG Terms of Reference

### Overview

Safeguarding and promoting the welfare of children is deeply embedded in the Weightlifting Wales (WW) provision of service for children and reflects the principles and practices outlined in [Working Together to Safeguard People](#). Weightlifting Wales has developed comprehensive policies and procedures that comply with the [Wales Safeguarding Procedures 2019](#).

Irrespective of the involvement of statutory agencies (police and children's social care or social services) or the outcome of any criminal proceedings, WW has a responsibility to apply its own case management systems to reported concerns. In the light of all relevant information, WW needs to form a view about the risk an individual may pose to children/vulnerable adults, how any risk may be managed and about the individual's suitability for their role within the sport.

Case management is the clear and robust process by which WW will receive, respond to, refer and manage child protection or safeguarding concerns. The Safeguarding Case Management Group (SCMG) is responsible for ensuring that all allegations, incidents or referrals relating to the safeguarding of children, young people and vulnerable adults are dealt with fairly and equitably within appropriate timescales. This includes the consideration of the results of DBS checks, issues relating to disciplinary matters and codes of conduct being broken.

### Role of SCMG

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

- Initially assess and agree any immediate actions/responses and determine the appropriate route for the case to be managed, providing the Safeguarding Lead and Deputy Officers with direction
- Consider the need for temporary/interim suspension orders.
- Review the progress of any cases including analysing any reports commissioned and determine whether any further actions are required.
- Inform the appropriate statutory agency where a report is made relating to concerns about suspected or actual abuse of a child or young person and comply with any directions or requirements they may make regarding the case.
- Monitor and review the progress of all cases and identify any trends emerging which may require a review of current policies and procedures.
- Consider any criminal records disclosure information in line with other appropriate policies.

## SCMG Principles

- The SCMG will ensure that all deliberations are focused with the welfare of the child, young person or vulnerable adult being the paramount concern taking precedence over those of any adult.
- All decisions made by the SMCG must be fair, open and transparent.
- The SCMG will adopt an open-minded approach until all allegations/concerns have been investigated.
- The SCMG will be guided by the principle that all children have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.
- All safeguarding matters will be regarded as highly confidential and not for disclosure outside the SCMG unless so agreed and this will be on a strictly need to know basis in accordance with the General Data Protection Regulation, the Data Protection Action 2018 and the Human Rights Act 1998.

## Membership of the Group

The SCMG will meet as required and the meeting can take place face to face, via telephone or video conference. The quorum necessary to carry out the roles of the SCMG is at least three members, with one being an independent member. The SCMG will comprise of the following:

Ceri Wynne	Board Safeguarding Champion, WW Director
Independent member	Not associated with WW, with Safeguarding experience
Simon Roach	Safeguarding Lead Officer

Where the Board Safeguarding Champion is not available, other suitable directors from the Board Safeguarding sub-group may be called upon, Jo Calvino or Ross Miller.

Where the Safeguarding Lead Officer is not available the Safeguarding Deputy Lead Officer will be called upon.

Where the Safeguarding Lead or Deputy officers are involved in an investigation, they will not form part of the panel. Other suitable directors from the Board Safeguarding sub-group may be called upon.

WW will utilise the services of an external advisor/independent investigator to provide professional advice and/or carry out an independent investigation if it is felt that this additional level of support is required.

## Appeals

Safeguarding Disciplinary Guidelines and Process

3

Weightlifting Wales Federation Ltd, Canolfan Brailsford, Bangor University, Bangor, LL57 2EH

Approved: 2023

Review: 2026

www.weightlifting.wales

Tel: 01248 388194

The appeals procedures is available to anyone under investigation as part of natural justice. Every organisation and individual wishing to appeal the decisions made by WW SCMG must do so in writing, to be received by WW/BWL within fourteen days of the decision being made. The WW Safeguarding Appeals Panel will exclude anyone sitting on the initial panel (SCMG). The panel will comprise of the following:

- WW – Chairperson
- WW Director
- WW Director

Updated: 2023