



TERMS OF REFERENCE **Child Protection Case Management Group** **Issue 3, 12th August 2021**

The Child Protection Case Management Group (hereafter 'the CMG') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Board.

Purpose

The purpose of the CMG shall be:

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the route a case will take internally and/or external referral to statutory agencies. Decisions as to the route a case should take will be made within 48 hours of the initial report.
- To make initial decisions as to what level each case will be dealt with i.e., minor poor practice which may be referred back to a club complaints/disciplinary procedure with advice; or suspected abuse of a child which requires dealing with at a national level through disciplinary procedures. These initial decisions will be taken within 7 days of the initial report.
- To advise others within Table Tennis England (TTE) about actions they may need to take, such as initiating disciplinary procedures.
- To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.

Please also refer to TTE's Safeguarding section of the website <https://tabletennisengland.co.uk/our-sport/safeguarding/>

Composition

The Chair of the committee shall be an appointed role and be the Board representative.

The Members of the committee shall be:

An Independent Child Protection Representative from the Board
Head of Operations & Governance
Designated Safeguarding Lead
Deputy Designated Safeguarding Lead

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England staff members or Board members and when required an external/independent person can be co-opted to support specific topics.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.



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Appointments

The Chair shall be appointed by Board and will be the Board representative

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members may be permitted with the agreement of both the Chair and the Head of Operations and Governance.

Meetings

The committee shall meet at least once per season, and additionally as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

The quorum of the meeting must include the Chair or Head of Operations and Governance and 1 member of the Safeguarding team.

Minutes of each meeting shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities:

Independence - it is essential that the group is empowered by TTE to make decisions on the route that cases will take without influence or prejudice by others in the Association.

Confidentiality – all child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and the Human Rights Act.

Expertise – the group will be led by TTE's Designated Safeguarding Lead. The group will include the Head of Operations, the Deputy Designated Safeguarding Lead and an independent member. Decisions will be made by a minimum of 2 members.

Equity and Anti-discriminatory Practice – all decisions made by the group need to be fair, open, and transparent. An open mind will need to be kept in all cases until they have been investigated and concluded. The group should be guided by TTE's Safeguarding and Equality Policies and the principle that **ALL** children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation <https://tabletennisengland.co.uk/our-sport/safeguarding/>

The welfare of the child is paramount – this principle is enshrined in the Children Act 2010. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.