



TERMS OF REFERENCE Safeguarding and Disciplinary Case Management Group

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

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 and adults. 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 or adult which requires dealing with at a national level through disciplinary procedures or referral to statutory agencies. 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 the Designated Safeguarding Lead or the independent safeguarding representative as appropriate.

The Members of the committee shall be:

An Independent Safeguarding Representative
Head of Governance
Designated Safeguarding Lead
Deputy Designated Safeguarding Lead

The group will be led and chaired by the TTE's Designated Safeguarding Lead. The group will include the Head of Governance, the Deputy Designated Safeguarding Lead and an independent member who may or may not be a member of TTE. Decisions will be made by a minimum of 2 members one of whom must be either the DSL or the Head of Governance.

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



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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 safeguarding 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.

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 Level the Table Policies and strategy and the principle that **ALL** children and adults 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.