

The Youth Sport Trust Case Management Group (CMG) Terms of Reference

(Updated: May 2026)

The Youth Sport Trust has a duty to safeguard and promote the safety, welfare and wellbeing of everyone in accordance with child protection legislation across the UK's four nations. Our duty and responsibilities are detailed in the Youth Sport Trust Safeguarding Children and Young People Policy and Procedures and the Youth Sport Trust Safeguarding Adults Policy and Procedures.

The CMG is responsible for ensuring that all safeguarding allegations, incidents or referrals are dealt with fairly, equitably and within appropriate timescales in accordance with the Youth Sports Trust Safeguarding Referral Procedures. All matters will be regarded as confidential and not for disclosure outside the CMG unless so agreed on a strictly need to know basis in accordance with the Data Protection Act 2018 and the Human Rights Act 1998.

The group will provide advice, guidance, and recommendations in relation to the management of safeguarding referrals and any criminal records check disclosure information on a case-by-case basis across the charity. Analysing the safeguarding risk based on the information available and provide justified and proportionate risk management solutions.

Duties

On receiving a referral, the CMG will consider all the information available and may respond by recommending one or more of the following actions:

1. Referral to Police, Children's Social Care, Local Authority Designated Officer, Multi Agency Safeguarding Hub (MASH), Adult Safeguarding Boards and any other home nation statutory agency (as appropriate).
2. Classify the level of risk of the case such as high, medium or low risk concern and provide advice and direction as to the level at which the concern is to be managed (as appropriate).
3. Direct a case for independent, legal or other professional case management services appointed to act on behalf of the Youth Sport Trust.
4. Determine which cases the CMG need to be directly involved with under the Youth Sport Trust Safeguarding Referral Procedures.
5. Make initial decisions regarding risk from the information received and determine how those risks are managed. This may include (but not be limited) to imposing a temporary suspension on an individual.
6. Monitor and review the progress of all cases.
7. Consider medium and low risk concerns and decide whether to issue any conditions regarding further participation at the Youth Sport Trust, this may include (but not be limited to) requiring the individual to undergo training, imposing a supervision/mentoring requirement on an individual.
8. Referral of individuals dismissed, removed, or would have been removed from regulated activity in accordance with the charities duty to refer to the Disclosure and Barring Service and / or Disclosure Scotland.



9. Identify any trends emerging which may require referral to the Safeguarding Strategy Group for a review of the Youth Sport Trust safeguarding policies, procedures, training and associated guidance.
10. Make any other decision which the CMG feels is appropriate having regard to all the circumstances of the case.

Where a referral is made under point one (1) and point three (3) the CMG will:

1. Work together with statutory and other agencies providing relevant information, attendance at meetings and any other requirements appropriate to the case.
2. Comply with any directions or requirements made by the statutory and other agencies in relation to the case (as appropriate).
3. Determine in consultation with statutory and other agencies whether a temporary suspension or any other sanction is appropriate.
4. Consider any recommendations, reports, risk assessments or any other information from statutory agencies and / or other agencies in relation to a case and determine whether any further actions are required of the charity at the conclusion of a case.

Criminal records checks and duty to refer individuals

The CMG will consider and act:

1. On any criminal records disclosure information.
2. In accordance with the Youth Sport Trust Recruitment and Selection Policy.
3. In accordance with the Youth Sport Trust's duty to refer individuals to the Disclosure and Barring Service and Disclosure Scotland, as necessary.
4. In accordance with the Youth Sport Trust's duty under the Disclosure and Barring Service and Disclosure Scotland to refer any individuals whom the Youth Sport Trust has dismissed, removed or would have removed from regulated activity following harm or a risk of harm to a child or adult.

Additional duties

1. Ensure that the safety, welfare and wellbeing of children, young people and adults is paramount and takes precedence in all case management decisions.
2. Act in accordance with the Youth Sport Trust Safeguarding Referral Procedures.
3. Provide specific advice, recommendations, or guidance on request to the Youth Sport Trust in relation to safeguarding children and adults.
4. Act in accordance with the Youth Sport Trust Equality, Diversity, and Inclusion Policy.
5. Operate independently of the Youth Sport Trust Board of Trustees.
6. Ensure all information pertaining to a case is kept confidential and shared in accordance with the Data Protection Act 2018, Human Rights Act 1998 and the Youth Sport Trust Data Protection Policy.



Case Management Group Membership

Membership of the CMG will comprise of at least three (3) members and may include (but not be limited to):

- Assistant Director, HR & Safeguarding (Lead Safeguarding Officer)
- Deputy Safeguarding Officer
- Members of the Safeguarding Strategy Group
- Independent safeguarding professional, advisor or consultant

The CMG shall be appointed for each case by the Lead Safeguarding Officer. The Lead Safeguarding Officer reserves the right to invite individuals outside of the core membership shown above, for the purpose of sharing their knowledge, expertise and feedback to support the CMG manage a case. In all cases the Lead Safeguarding Officer and CMG reserve the right to direct the case for independent, legal, or other professional case management service appointed to act on behalf of the Youth Sport Trust.

The CMG will meet as required in person, by telephone and / or online video conferencing. A quorum for every decision is a minimum of three members of the CMG.

All members agree to inform the Lead Safeguarding Officer should they discover they are connected or have a conflict of interest which would exclude them from taking any part in a particular case.

The collective experience of the CMG will include:

1. Operational knowledge and experience of multi-agency safeguarding in relation to children, young people, and adults.
2. Knowledge and understanding of relevant legislation across the UK's four nations legislation and guidance in relation to safeguarding children, young people, and adults.
3. Up to date safeguarding training and CPD in relation to safeguarding children, young people, and adults.

Each individual member of the CMG will be able to demonstrate:

1. An understanding of a shared responsibility to ensure that all safeguarding concerns are dealt with in accordance with the Youth Sports Trust Safeguarding Policies and Procedures and Safeguarding Concerns Referral Procedures.
2. Operational knowledge and experience in safeguarding the welfare and wellbeing of children, young people, and adults at the Youth Sport Trust.
3. An ability to work together with statutory and other agencies providing relevant information, attending meetings or any other requirements.
4. Excellent communication, organisational and people skills.
5. An ability to maintain the confidentiality of children, young people and/or adults involved in safeguarding cases.
6. Communicate with authority holding the Youth Sport Trust to account (as appropriate).
7. An ability to stay calm, respond positively to challenge, assess and balance risks and be willing to back their own judgment.
8. An understanding of the requirements of the NSPCC Child Protection in Sport Unit Standards for Safeguarding Children and Young People in Sport, the Ann Craft Trust Framework for Safeguarding Adults in Sport, the safeguarding requirements of the Charity Commission and the ISO9001 Quality Management System.

