

1. British Orienteering has a responsibility to safeguard, protect and promote the welfare of children and young people, under the child protection legislation across the UK's four nations.
2. The Case Management Group (CMG) is responsible for ensuring that all allegations, incidents, or referrals are dealt with fairly, equitably and within appropriate timescales. This includes when considering information from the Disclosure and Barring Service (DBS).
3. In particular, and without limiting that responsibility, the CMG will:
 - inform and comply with the appropriate statutory agency - such as police or the local authority's children's services, when a report is made relating to concerns about suspected or actual abuse of a child or young person
 - give direction to the safeguarding lead about classifying the level of a case, such as high risk, medium risk or low risk
 - provide advice as to the level at which a case is to be managed
 - determine which cases the CMG need to be directly involved with and advising on what level of investigation should be undertaken
 - analyse any reports commissioned and determine whether any further actions are required
 - make initial decisions regarding risk from the information received and determine how such risks are to be managed
 - monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures
 - consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport
 - consider any criminal records disclosure information in accordance with the (sport's) safer recruitment protocol. Any disclosures which contain "non-conviction information" should be considered by the CMG
 - advise on matters of safeguarding policy, strategy and procedure, and to approve appropriate protocols
 - advise on referrals of individuals to the Disclosure and Barring Service, AccessNI or Disclosure Scotland
4. The CMG must ensure that all deliberations are child focused. In any decision made by the CMG, the welfare of the child or young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

5. All decisions made by the CMG must be fair, open and transparent. The group must adopt an open-minded approach until allegations or concerns have been investigated. The CMG will be the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.
6. The CMG will operate independently of British Orienteering's Management Board.
7. The CMG may refer any cases which deal solely with coaching poor practice to the Coaching Review Board (or equivalent) to deal with in accordance with their own Terms of Reference.
8. All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the CMG unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 2018 and the Human Rights Act 1998.
9. All members of the CMG will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the CMG have an overriding obligation to protect children at risk of harm and may therefore share information as appropriate with third parties.
10. Any member of the CMG shall inform the British Orienteering Legal Officer if they discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case.
11. The CMG will have the following membership:
 - senior officer with overall responsibility for safeguarding/child protection and equity (Chairperson)
 - safeguarding/child protection manager/officers
 - equity and welfare officer
 - legal adviser
 - disciplinary manager
 - independent safeguarding/child protection adviser
 - criminal records check administrator
 - representative from schools or youth (optional)
 - representative from the coaching team (optional)
12. The CMG will meet every at least once a year. The group may also meet by way of telephone or video conferencing if necessary.
13. The quorum for every decision is a minimum of three members of the CMG and if necessary, the CMG Chair will have the deciding vote.