**Review of the Management of Child Wellbeing and Protection Concerns**

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| Reviewing how child wellbeing and protection concerns have been managed is an important part of good practice and risk management. It provides an opportunity to:   * Explore if policies and procedures were followed and were effective * Establish whether appropriate action was taken * Examine the role of individuals involved in responding to and managing the case to establish whether further support or training is required * Review how well the club worked with other organisations involved in the case * Identify if any changes are required or recommendations for the future * Identify specific areas of risk, trends, or patterns * Increase the confidence of those involved in the club by demonstrating an open and transparent approach.   Clubs should conduct a review:   * At the conclusion of any case dealt with through the procedures for responding to concerns * At the conclusion of legal proceedings where the club has been involved in the investigation * At the conclusion of disciplinary proceedings, including an appeal * As part of the regular review of all child wellbeing and protection cases.   The Case Review Matrix and Review Planning Template can be used to assist in the case review process.  **Case review matrix**   |  |  | | --- | --- | | **PROCEDURES** | PEOPLE | | * Were the relevant procedures followed? * If not, is there a reasonable explanation for this? * Were the timescales appropriate? * Do the procedures give adequate information about what to do? * If appropriate, was a referral made to Disclosure Scotland as required in law? | * Were the right people involved? * Were the views of the child/family obtained? * Were those involved aware of the procedures? * Had the people involved been trained? * Where appropriate, were external organisations involved, for example, the police or governing body of sport? | | **OUTCOMES** | RECORDING | | * Was the outcome appropriate in the case? * If not, why not? * Is there a need to take further action in this case? | * Were records kept? * Is the quality of the information recorded satisfactory? * Can the forms be improved? |   **Case review template**   |  |  | | --- | --- | | **Name of reviewer:** |  | | **Case reference:** | If this record is going to be shared with others, the case should be anonymous - use a unique reference number or identifier. | | **Outstanding investigations and proceedings:** | If relevant to this case, have the following been concluded:   1. Police and social work child protection investigation? Y/N 2. A criminal investigation by the police? Y/N 3. Any related legal proceedings? Y/N   **If the answer to any of these questions is no, the review cannot proceed.** | | **Remit of review:** | List here in bullet point form the reasons for the review: | | **Timescales for completion:** | This should be the dates when the review will begin and end with the reported findings. | | **How will the review be conducted?** | List here the methods to be used to conduct the review, for example:   * a review of all paper records * telephone/face to face interviews with relevant individuals * contact with other organisations involved as necessary. | | **Are there any special considerations or features in this case?** | For example, the child involved has a learning disability. | | **How will the findings and recommendations be reported?** |  | | **Who will the outcomes of the review be shared with?** | List internal and external parties with whom information will be shared. | | **Is a media strategy required?** |  | |