**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**

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| **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?
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| **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?
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**Case review template**

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| **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.
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| **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?** |  |

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