



**SHEFFIELD UNIVERSITY
BANKERS HOCKEY CLUB**
SUBHC

Sheffield University Bankers Hockey Club

Case Management Group Terms of Reference



Sheffield University Bankers Hockey Club

Policy Owner: SUBHC Vice Chair (2026–27 Season, Richard Kirtley)

Approved by SUBHC Committee: 01/09/2026

Signed: *Christina Woods* (SUBHC Club Chair Woman, Christina Woods)

Due for Review: 01/09/2027

Sheffield University Bankers Hockey Club

Safeguarding Case Management Group – Terms of Reference – Safeguarding Adults, Children and Young People

1. SUBHC has a responsibility to safeguard, protect and promote the welfare of adults, children, and young people under the Children Act 2004, in accordance with “Working Together to Safeguard Children, 2021” and in accordance with SUBHC’s own club policies.

2. The Case Management Group (CMG) is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of adults, children and young people are dealt with fairly and equitably within appropriate timescales. This includes criminal records disclosure information being considered and decided on a consistent and equitable basis.

3. In particular, and without limiting that responsibility, the Case Management Group shall:
 - I. Inform the appropriate statutory agency (the police and/or the Local Authority Children’s Social Care Department) where a report is made relating to concerns about suspected or actual abuse of an adult, child, or young person, and to comply with any directions or requirements they may make regarding the case.
 - II. Give direction where appropriate to the clubs Designated Safeguarding Lead as to the level of cases – as high risk, medium risk, or low risk.
 - III. Give direction where appropriate as to the level at which a case is to be managed.
 - IV. Determine where appropriate which cases the Case Management Group need to be directly involved with and advising on what level of investigation should be undertaken.
 - V. Analyse any reports commissioned and determine whether any further actions are required.
 - VI. Make initial decisions regarding risk from the information received and determine how such risks are to be managed.
 - VII. Monitor and review the progress on all cases and identify any trends emerging which may require a review of current policies and procedures.
 - VIII. Consider medium and low risk cases and decide whether to issue any conditions regarding further participation in the sport.
 - IX. Consider any criminal records disclosure information in accordance with the clubs’ safer recruitment protocol. Any disclosures which contain “non-conviction information” should be considered by the Case Management Group.
 - X. Advise generally on matters of safeguarding policy, strategy, and procedure, and to approve appropriate protocols.
 - XI. Advise on referrals of individuals to the Disclosure and Barring Service.

4. The Case Management Group must ensure that all deliberations are focused upon the victim of the safeguarding allegations. In any decision made by the CMG, the welfare of the adult, child and young person is the paramount concern and takes precedence over those of any other adult where there is a perceived conflict of interest.
5. All decisions made by the Case Management Group must be fair, open, and transparent. The CMG must adopt an open-minded approach until allegations/ concerns have been investigated. The CMG will be guided by the (sport's) Equity Policy and the principle that all adults, children and young people have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.
6. Members of the Case Management Group will be selected and elected by the Executive Committee. A core of members will be nominated and presented to the Executive Committee in the June committee meeting of every year, before being approved. Any concerns raised by the Executive Committee as to the proposed people will be considered before the July committee meeting and, if necessary, the Case Management Group will be voted upon at the July meeting. The Case Management Group will operate independently of club's Executive Committee once formed. The EC has the right to propose and select members of the Case Management Group at their own discretion, and according to the needs of the club.
7. The Case Management Group may refer any cases which deal solely with coaching poor practice to the Executive Committee to deal with.
8. All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection Act 1998 and the Human Rights Act 1998. All members of the Case Management Group will maintain the confidentiality of children, young people and/or adults involved in the cases considered. All members of the Case Management Group have an overriding obligation to protect adults, children and young people at risk of harm and may therefore share information as appropriate with third parties.
9. Any member of the Case Management Group shall inform the club's DSL and Chairman 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 case.

10. The Case Management Group will have the following membership for the 2026-2027 Season.
 - A designated Chair – **The Club Chairman (Christina Woods)**
 - A secretary – **The Deputy Designated Safeguarding Lead (Joanne Woolley)**
 - The Junior Development Officer – **Sam Chow**
 - Members from parts of SUBHC where appropriate –
 - o **Emma Kirtley (Doctor)**
 - o **Sarah Fuller (Nurse)**
 - o **Chris Thomas (Doctor)**
 - Co-opted independent safeguarding expertise from **England Hockey as Required.**
11. The Case Management Group will meet only upon the receipt of a safeguarding report form to the DSL or where a Disclosure and Barring Service Check brings up a cause for concern. The Case Management Group may also meet by way of telephone/video conferencing if necessary.
12. The quorum for every decision is a minimum of three members of the Case Management Group and if necessary, the CMG Chair will have the deciding vote.