Review of the Management of Child Wellbeing and Protection Concerns

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

Organisations (eg: the SACU) and 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 detailed below should 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? • Could 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:	IE: 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?	