



## Case Management Process

The Safeguarding and Child Protection Lead Officer (S&CPLO) will assess the significance of the reported incident on a continuum from simple welfare issue surrounding poor practice to complex, serious offence of a criminal nature.

This may be influenced by the nature of the offence, role involved, type of activity, whether an internal or external incident.

Where on the continuum the incident sits will determine the case management process.

A simple welfare/poor practice issue will be dealt with by the Safeguarding and Child Protection Lead Officer and hopefully be resolved on the spot or soon after the incident. It is likely to have arisen from a misunderstanding, lack of awareness, breakdown of communication. The outcome is likely to be an apology and if requiring behavioural change some form of training. The latter would be a matter for the Chief executive Officer (CEO) to determine.

A more serious incident that on the surface appears wilful will be managed by an internal Safeguarding Panel normally comprising the CEO, S&CPLO and a Member of the Board.

The accused will be suspended with immediate effect if it is thought their behaviour poses a risk to the welfare of children or vulnerable adults. The victim, athlete or coach, will be offered support and put in touch with the appropriate agencies. The panel will be convened as quickly as possible, ideally within 48 hours, if necessary by telephone, and a decision taken as to whether further information or actions is required and if so, what and by whom.

If a more detailed enquiry is deemed appropriate, evidence obtained will be brought before another panel, the Case Management Group. This will be chaired by an independent but appropriately qualified person such as S&CP officer from another sport. If specialist knowledge is deemed necessary or desirable, such an appropriate individual will be sought from outside the organisation (eg. Sporting Resolutions in the case of inter-personal conflicts between an athlete and coach), a list of willing volunteers is currently being compiled. They will endeavour to bring the matter to a conclusion within 4 weeks.

A report will be produced with actions recommended. The CEO and S&CPLO will oversee the implementation of these.

If it is clear that Pentathlon GB policies have been breached, the matter will be passed to the Disciplinary panel of Pentathlon GB who will be responsible for determining what punishments are appropriate for the crime.

Any information arising out of this process considered to have wider implications will be shared with the appropriate agencies in line with its Information Sharing Protocol.

Any serious breach of the Child Protection policy such as a criminal act will automatically be handed to the Police to handle as a matter of urgency and the victim put in touch with social services and any other appropriate support agency.

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