

## 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/Badminton Scotland 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/Badminton Scotland by demonstrating an open and transparent approach.

Clubs/Badminton Scotland 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/Badminton Scotland 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
<ul style="list-style-type: none"> <li>• Were the relevant procedures followed?</li> <li>• If not, is there a reasonable explanation for this?</li> <li>• Were the timescales appropriate?</li> <li>• Do the procedures give adequate information about what to do?</li> <li>• If appropriate, was a referral made to Disclosure Scotland as required in law?</li> </ul>	<ul style="list-style-type: none"> <li>• Were the right people involved?</li> <li>• Were the views of the child/family obtained?</li> <li>• Were those involved aware of the procedures?</li> <li>• Had the people involved been trained?</li> <li>• Where appropriate, were external organisations involved, for example, the police, Badminton Scotland or Children 1st?</li> </ul>
Outcomes	Recording
<ul style="list-style-type: none"> <li>• Was the outcome appropriate in the case?</li> <li>• If not, why not?</li> <li>• Is there a need to take further action in this case?</li> </ul>	<ul style="list-style-type: none"> <li>• Were records kept?</li> <li>• Is the quality of the information recorded satisfactory?</li> <li>• Can the forms be improved?</li> </ul>

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