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| **The Scottish Surfing Federation**  **Procedure: Review of the Management of Concerns**   |  | | --- | | Purpose: The purpose of this document is to outline the procedure for the review of the management of concerns for the Scottish Surfing Federation |  |  |  | | --- | --- | | Document Number: | SSF\_GOV\_16 | | Revision: | 02 |  |  |  |  |  | | --- | --- | --- | --- | | **REVISION HISTORY** | | | | | **Revision** | **Prepared By** | **Status** | **Date** | | 01 | W.Watson | Draft prepared for Board Review | 01-04-2019 | | 01 | W.Watson | Approved by board | 01-04-2019 | | 02 | M.Boyd | Draft prepared for Board Review | 22-10-2024 | | 02 | M. Boyd | Approved by Board | 25-10-2025 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
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**SSF - PROCEDURE: REVIEW OF THE MANAGEMENT OF CONCERNS**

1. **Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved.**

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| --- | --- | --- |
| **Date** | **Concern** | **Who was involved** |
|  |  |  |

1. **Identify any issues or key questions relating to the aims of the review.**

1. **Identify any other relevant points or observations.**

|  |  |
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| **PROCEDURES**   * Were the relevant procedures followed? * If not, is there a reasonable explanation for this? * Were the timescales appropriate? * Do the current procedures provide adequate information about what to do in such a situation? * If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007? | **PEOPLE**   * 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 on the procedures? * Where appropriate, were external organisations involved; for example, the police or governing body of sport? |
| **OUTCOMES**   * Was the outcome appropriate in the case? * If not, why not? * Is there a need to take further action in this case; for example, referring the case to police/social work? | **RECORDING**   * Were records kept? * Is the quality of the information recorded satisfactory? * Can the forms be improved? |

1. **Identify any lessons to be learned and what changes need to be made.**

1. **Make recommendations (changes to procedures, forms and/or the provision of training).**

**REVIEW OF THE MANAGEMENT OF CONCERNS CHART**

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| --- | --- |
| **Name of reviewer** |  |
| **Case reference** | If this record is going to be shared with others, the details of the case should be anonymised using 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. |
| **Are there any special considerations or features in this case?** | For example, this case was reported in the press, 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 here all internal and external parties with whom information will be shared. |
| **Is a media strategy required?** |  |