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| **The Scottish Surfing Federation** **Procedure: Review of the Management of Concerns**

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| Purpose:The purpose of this document is to outline the procedure for the review of the management of concerns for the Scottish Surfing Federation |

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| Document Number: | SSF\_GOV\_16 |
| Revision: | 02 |

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| **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?

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| **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?

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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.

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| **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?**  |   |