

Safeguarding and Welfare Policy

1. Interpretation

The following definitions and rules of interpretation apply in this Safeguarding and Welfare Policy (unless the context requires otherwise).

1.1 Definitions:

Association: The Chartered Association of Sport and Exercise Sciences (“**CASES**”).

CASES Staff: Anyone employed by CASES or working for CASES on a voluntary basis or otherwise (including senior managers, paid staff, volunteers, agency staff and students).

Board: The Board of Directors of the Association.

Child: Anyone under the age of 18 in accordance with the Children Act 1989.

DSO: The Designated Safeguarding Officer from time to time appointed by the Board.

Investigating and Disciplinary Committee: The Investigating and Disciplinary Committee of CASES established in accordance with the Professional Disciplinary Policy.

Members: A member of the Association including Fellows.

Policy: The Safeguarding and Welfare Policy of CASES from time to time in place.

Professional Disciplinary Policy: The Professional Disciplinary Policy of the Association in place from time to time.

Vulnerable Adult: Anyone who is over the age of 18 who is or may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation as defined by the UK Government. This may include, but is not limited to, people with learning disabilities, mental health issues, physical disabilities and short- or long-term illness.

2. Introduction

- 2.1 This Policy applies to all Members and all CASES Staff
- 2.2 The purpose of this Policy is to:
 - (a) Protect clients of CASES, Members and CASES Staff. This Policy aims to protect Children and Vulnerable Adults who receive services offered by CASES and its Members. This includes the Children of individuals who use CASES and its Members’ services.
 - (b) To provide CASES Staff and Members with the overarching principles that guide CASES approach to safeguarding.
- 2.3 CASES will not tolerate abuse of any kind and recognises its increased responsibility to promote the welfare of all Children and Vulnerable Adults and to keep them safe. CASES is committed to acting in a way which protects them.

3. The Legal Framework

- 3.1 This Policy has been drawn up based on law and guidance that seeks to protect Children and Vulnerable Adults, including (but not limited to):
 - Children Act 1989
 - United Convention on the Rights of the Child 1991
 - Human Rights Act 1998
 - Sexual Offences Act 2003
 - Children Act 2004
 - Safeguarding Vulnerable Groups Act 2006
 - Protection of Freedoms Act 2012
 - Children and Families Act 2014
 - Special Educational Needs and Disability (SEND) Code of Practice; 0 to 25 years - statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.
 - Data Protection Act 2018

4. CASES approach to safeguarding

- 4.1 CASES recognises that:
 - (a) the welfare of the Child is paramount, as enshrined in the Children Act 1989.
 - (b) all Children, regardless of age, sex, disability, gender identity, race, ethnic identity, religious belief, sexual orientation, and socio-economic background have a right to equal protection from all types of harm or abuse.
 - (c) some Children and people are additionally vulnerable because of the impact of previous experiences, their level of

dependency, communication needs or other issues.

- (d) working in partnership with Children, Vulnerable Adults, their parents, carers and other agencies is essential in promoting Children and Vulnerable Adults' safety and welfare.

4.2 CASES will seek to keep CASES Staff, Members, clients, Children and Vulnerable Adults safe by:

- (a) valuing them, listening to them and respecting them.
- (b) appointing a Designated Safeguarding Officer (“**DSO**”).
- (c) adopting Child and Vulnerable Adult protection and safeguarding practices through procedures and the Code of Conduct for CASES Staff and Members.
- (d) providing effective management for CASES Staff and Members through supervision, support, training and quality assurance measures.
- (e) recruiting CASES Staff safely, ensuring all necessary checks are made.
- (f) recording and storing information professionally and securely and sharing information about safeguarding and good practice with Children, Vulnerable Adults, their families and carers, and CASES Staff and Members.
- (g) using the Association’s safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving Children, Vulnerable Adults, parents, families and carers appropriately.
- (h) using the Association’s procedures to manage any allegations against CASES Staff and Members appropriately.
- (i) having effective complaints and whistleblowing measures in place.
- (j) ensuring that a safe physical environment is provided for Children and Vulnerable Adults by applying health and safety measures in accordance with the law and regulatory guidance.
- (k) reviewing this Policy every two years.

5. **Role of the Designated Safeguarding Officer**

5.1 The role of the DSO is to:

- (a) Ensure the effective implementation of this Policy, including its dissemination and communication within CASES.
- (b) review the Policy annually (or at lesser intervals if, in the opinion of the DSO or the Board, a review is required).
- (c) receive and appropriately deal with any allegations against CASES Staff and

Members whether or not such allegations are made in accordance with clause 7 (Whistleblowing) of this Policy.

- (d) on behalf of CASES, communicate and liaise with those institutions with an interest in this Policy or any complaints made in accordance with this Policy (including, where appropriate, the police and child protection authorities).

6. **Complaints and Code of Conduct**

- 6.1 CASES will deal with all complaints seriously, and in a manner that properly reflects the aims and intentions of this Policy and the stated aims of CASES.
- 6.2 In the first instance complaints should be directed to the DSO. In the absence of a response from the DSO, complaints should be sent directly to any member of the Board.
- 6.3 In appropriate circumstances, the DSO (or the Board member dealing with a complaint where such complaint is made in accordance with 6.2) will deal with any complaint in accordance with the Professional Disciplinary Policy. Further details as to how an investigation is to be completed can be found in clause 10 of this Policy (Conducting an Investigation).
- 6.4 Where, owing to the nature of the complaint the DSO considers it appropriate, the DSO will refer the details of any complaint to the police or appropriate authorities.

7. **Whistleblowing**

- 7.1 The aim of this procedure is to provide a clear and transparent way for CASES Staff and Members to raise genuine concerns about acts of wrongdoing or malpractice in the workplace or in activities carried out by CASES Staff and Members in so far as they relate to safeguarding. It aims to ensure that concerns are dealt with effectively and in a timely fashion.
- 7.2 This section of the Policy provides the DSO and appropriate persons with steps to deal with allegations relating to safeguarding, ensuring that CASES Staff and Members are not penalised for raising genuine concerns, even if those concerns prove to be unfounded.
- 7.3 This section of the Policy does not apply to safeguarding concerns or allegations of possible risk of abuse by a Member or a member of CASES Staff. Concerns or allegations of this nature should be dealt with by referring the matter to the appropriate authority (usually the police, in the first instance) and alerting the DSO of the matter as soon as practically possible.

8. What to do if someone raises a concern with you about malpractice in relation to safeguarding

- 8.1 If someone tells you they are concerned about the actions of another member of CASES Staff or Member that relate to safeguarding, you should arrange to meet that person as soon as possible. If you are not the person's line manager/supervisor or the DSO, you should try to establish why the person raising a concern has chosen to discuss it with you.
- 8.2 You should approach the situation sensitively, recognising the discomfort that the person may feel. You should offer to meet away from the office or place of work if they wish and you should allow them to bring a representative with them to the meeting if they wish. You should also remind the person with the concern about other sources of support available to them.
- 8.3 If the person reporting the concern wishes their identity to remain confidential, you should explain that in order to get them the right help and away from harm, at some point their identity may need to be disclosed.
- 8.4 The DSO and CASES will do all that they reasonably can to ensure that the identity of the person raising the complaint is kept confidential. However, in some case it may be appropriate to disclose the identity of the person raising the complaint, to the relevant authority or others.
- 8.5 You should make notes of your discussion with the person raising the concern and these should be stored securely.

9. Deciding what action to take

- 9.1 Once you have established the nature of the concern, it may be of a relatively minor nature, and you may decide to resolve it informally.
- 9.2 If the concern is more serious in nature, you must first consider whether any immediate action is required to protect the Child or Vulnerable Adult, and you should report the matter to the DSO as soon possible. If so, you should check the child protection/safeguarding procedures to consider what action to take.
- 9.3 You should also consider whether there is a need to involve the police and/or other statutory services. If so, you should consult with the DSO or other member of the Board to discuss the matter further.
- 9.4 If you are not the manager of the person who is the subject of the concern, you should refer the matter to the person's manager (or the DSO if appropriate) who will decide what action to take. If the concern is with the person's manager, you should refer the matter to the DSO.

- 9.5 If you believe that a concern may be raised about your own conduct, you should refer the matter to the DSO who will decide what action to take.

10. Conducting an investigation

- 10.1 If in the opinion of the DSO, the matter is relatively minor and the DSO is of the opinion that no criminal offence has been committed, the DSO will look to deal with the complaint on an informal basis. If the matter can't be dealt with informally, the DSO will arrange for an investigation to be completed as swiftly as possible. The investigation should be demonstrably thorough and impartial.
- 10.2 The investigation will be conducted by the Investigating Committee in accordance with the terms of the Professional Disciplinary Policy.
- 10.3 At the conclusion of the investigation, the DSO should produce a report summarising the nature of the concern, the investigation process and the outcome including the specific recommendations of the Investigating Committee.
- 10.4 If the concern is upheld, a Disciplinary Committee shall be formed in accordance with the Professional Disciplinary Policy. A disciplinary hearing shall then be held, and the Disciplinary Committee shall impose such sanctions as it considers necessary (in accordance with the terms of the Professional Disciplinary Policy) but may also at any time refer the matter to the Police and/or other authority, including the Disclosure and Barring Service (DBS).
- 10.5 At the conclusion of the investigation, the DSO shall consider what action (if any) needs to be taken by CASES to prevent or minimise the risk of similar concerns occurring in the future.
- 10.6 For the avoidance of doubt, this Policy and any investigation conducted pursuant to the Professional Disciplinary Policy are not intended to take the place of a criminal investigation. If at any stage it becomes apparent that a criminal offence may have been committed, the police (or other appropriate authority) should be informed immediately. The investigation by CASES may need to be suspended pending the conclusion of the police investigation. The police and the DSO should consider whether it is necessary to suspend the investigation by CASES.
- 10.7 If a member or member of CASES Staff resigns whilst they are still subject to an ongoing investigation, CASES may still continue with the disciplinary procedure under the Professional Disciplinary Policy and/or inform the police (or other appropriate authority) if it becomes

apparent that a criminal offence may have been committed.

- 10.7. If during or at the conclusion of any investigation it is found that the person raising the concern did so maliciously or for personal gain and, where that person is a Member, CASES and the DSO shall consider whether it is appropriate to investigate that Member's conduct. Any such investigation shall be conducted by the Investigating and Disciplinary Committee pursuant to the Professional Disciplinary Policy.

11. Monitoring

11.1 CASES will:

- (a) maintain accurate and current records as required by legislation or as good practice.
- (b) annually consult with Divisions to consider how well the policy is being implemented, and to review its content every two years.

12. Implementation

12.1 CASES will:

- (a) as and when CASES deems it necessary and appropriate, and in CASES' sole discretion, provide advice and training on the implementation of this Policy; and
- (b) implement the disciplinary procedure found in the Professional Disciplinary Policy in relation to breaches of this Policy.

13. Review of policies and procedures

- 13.1 The policy will be reviewed by the Board on the first anniversary of its adoption and every two years hereafter in accordance with clause 11.1(b). The purpose of each review will be to ensure that the Policy remains appropriate to the aims of the Association.

- 13.2 CASES will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice as the professional body for sport and exercise sciences.

14. Contact details

CASES Designated Safeguarding Officer (DSO)

Name: Ian Wilson, CEO
Telephone number: 07593 316 898
Email address: enquiries@cases.org.uk

Charity Commission

Telephone: 0300 066 9197

Protect

Telephone: 020 3117 2520

Child Protection in Sport Unit

Telephone: 0116 366 5590

NSPCC

Telephone: 0808 800 5000

Childline

Telephone: 0800 1111

Approved by the CASES Board 15 November 2021

Reviewed and updated by the CASES Board 12 February 2025.

Updated to reflect Charter status and reference to CASES: 1 April 2025