



**ENGLAND  
GOLF**

## **Role Description**

<b>Title:</b>	England Golf Case Management Group (CMG) Member
<b>Department:</b>	Governance
<b>Responsible to:</b>	Lead Safeguarding Officer
<b>Term of appointment:</b>	Three Years
<b>Salary:</b>	Voluntary (reasonable 'out of pocket' expenses reimbursed)

CMG members will be expected to provide safeguarding and risk management advice on a case by case basis. They will be required to analyse the safeguarding risk based on the information available and provide justified and proportionate risk management solutions. Each member is expected to offer independent advice based on their experience and expertise.

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### **Relationships:**

Internal: Lead Safeguarding Officer, Safeguarding Case Officer and Head of Legal.  
Regular communication.

External: Other Independent CMG Members. Representatives from golf partners, other sporting bodies and safeguarding organisations who may be invited to attend CMG meetings from time to time.

### **Purpose of Panel:**

To provide advice and guidance in relation to safeguarding concerns, cases and Adverse DBS disclosures. The members are required to provide fair, considered and proportionate advice with regard to safeguarding cases presented by England Golf.

### **Skills & Knowledge:**

Group members shall be expected to have skills in the following areas:

- Current or previous knowledge of safeguarding, adult welfare and child protection management achieved from work within the sectors of education, legal, probation, health, social work or police, or any other relevant safeguarding or sporting background.
- Significant knowledge and experience or interest in the safeguarding of children, young people and adults in the sport or voluntary sector.
- Understanding of the statutory context in which sports NGBs and bodies operate and provide activities for children, young people and adults.
- Ability to interpret and resolve complex and sometimes conflicting information.
- Excellent communication skills, including the ability to present complex information clearly and concisely in oral and written form.
- Diplomacy
- The ability to demonstrate a high level of confidentiality.

### **Personal Qualities:**

- Passion for the safety and wellbeing of children, young people and adults.
- Able to deal in a helpful, friendly and professional way with a wide range of people.
- Analytical, ability to assess and balance risks, and willing to back judgement.
- Flexible and a team player.
- Highly developed sense of personal integrity.



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### **Key Responsibilities:**

- To attend up to four Case Management meetings per year.
- Respond to correspondence within a short time frame (ideally 24 hours).
- Provide advice and guidance on safeguarding cases and adverse DBS Disclosures as part of the CMG as required.
- Provide risk management advice and analysis based upon available information.
- Assess any actions already taken by England Golf as part of the CMG.
- Consider the need for temporary/interim suspension orders as part of the CMG.
- Support effective review of the progress of safeguarding cases.
- Support identification and communication of learning from cases.

### **Location:**

Meetings will usually be held via a secure online platform, although meetings may be held at Woodhall Spa or some other appropriate venue.