

The Scottish Surfing Federation

Procedure review of the management of concerns



Prepared by
The Scottish Surfing Federation
Caidreachas Surfadh na h-Alba
April 2019



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.

Date	Concern	Who was involved

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

3. Identify any other relevant points or observations.

<p style="text-align: center;">PROCEDURES</p> <ul style="list-style-type: none"> • 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? 	<p style="text-align: center;">PEOPLE</p> <ul style="list-style-type: none"> • 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?
<p style="text-align: center;">OUTCOMES</p> <ul style="list-style-type: none"> • 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? 	<p style="text-align: center;">RECORDING</p> <ul style="list-style-type: none"> • Were records kept? • Is the quality of the information recorded satisfactory? • Can the forms be improved?

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

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



REVIEW OF THE MANAGEMENT OF CONCERNS CHART

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	<p><i>If relevant to this case, have the following been concluded:</i></p> <ol style="list-style-type: none">1. Police and social work child protection investigation? Y/N2. A criminal investigation by the police? Y/N3. Any related legal proceedings? Y/N <p>If the answer to any of these questions is no, the review cannot proceed.</p>
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: <ul style="list-style-type: none">• 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?	