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# Scottish Archery Child Wellbeing and Protection Policy

## CONTENTS

	<i>Page</i>
1. INTRODUCTION	3
2. POLICY STATEMENT	3
3. WELLBEING AND SHANARRI WHEEL	4
4. DEFINITIONS AND ROLE DESCRIPTION	6
5. ABUSE IN SPORT	8
6. RESPONDING TO CONCERNS	9
7. COMMUNICATION AND SECURITY OF DOCUMENTS	12
8. INFORMATION SHARING	11
9. SUSPENSION OF MEMBERSHIP AND DISCIPLINE	12
10. PVG MEMBERSHIP	13
11. DUTY OF CARE	14
12. MANAGEMENT OF CONCERNS	14
APPENDIX I RESPONDING TO CONCERNS ABOUT A CHILD FLOWCHART	17
APPENDIX II RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/ VOLUNTEER FLOWCHART	18
APPENDIX III CASE REVIEW TEMPLATE	19

## 1. INTRODUCTION

Scottish Archery (SA) is fully committed to safeguarding the wellbeing and protection of all children and young people in its care. It recognises the responsibility to promote safe practice and to protect children and young people from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child or young person is recognised as someone under the age of eighteen years.

Sport can and does have a very powerful and positive influence on people-especially children and young people. Not only can sport provide opportunities for enjoyment and achievement, it can also help those who participate to develop an expansive range of life skills such as self-confidence, increased self-esteem and ability.

These positive effects can only take place if sport is in the right hands i.e. in the hands of those who prioritise the wellbeing of all the children and young people first and adopt practices that support, protect and empower them.

All members, staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Scottish Archery's commitment to protecting children and young people. Scottish Archery recognises that Archery GB has published and implemented its own Child Protection policy. Scottish Archery will follow the principles documented in this Policy but recognise that this does not take into account that Child Protection and Safeguarding is a devolved matter for the Scottish Parliament.

This policy takes cognisance of the current Child Protection legislation in force in Scotland, at the time of writing, namely

The Children (Scotland) Act 1995  
Protection of Children (Scotland) Act 2003  
Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.  
Protection of Vulnerable Groups (Scotland) Act 2007  
Working Together to Safeguard Children (2013)  
The Children and Young People (Scotland) Act 2014  
Respect for All: Scotland National Approach to Anti-bullying  
Standards for Child Wellbeing and Protection in Sport.

## 2. POLICY STATEMENT

- The wellbeing of children is the primary concern. Under the terms of the current legislation a Child is defined as a person who has not yet reached their eighteenth birthday.
- All children and young people, whatever their age, disability, gender reassignment, race, religion or belief, sex and sexual orientation or socio-economic status have the right to protection from all forms of harm and abuse.

- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the wellbeing, health and development of children.

Scottish Archery will:

- Promote the health and wellbeing of children by providing opportunities for them to take part in archery safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff and members to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require employees and members to adopt and abide by this Child Wellbeing and Protection Policy and all associated procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and all associated procedures.

This policy and the individual Appendices (in word format) will be available for download from the Scottish Archery website.

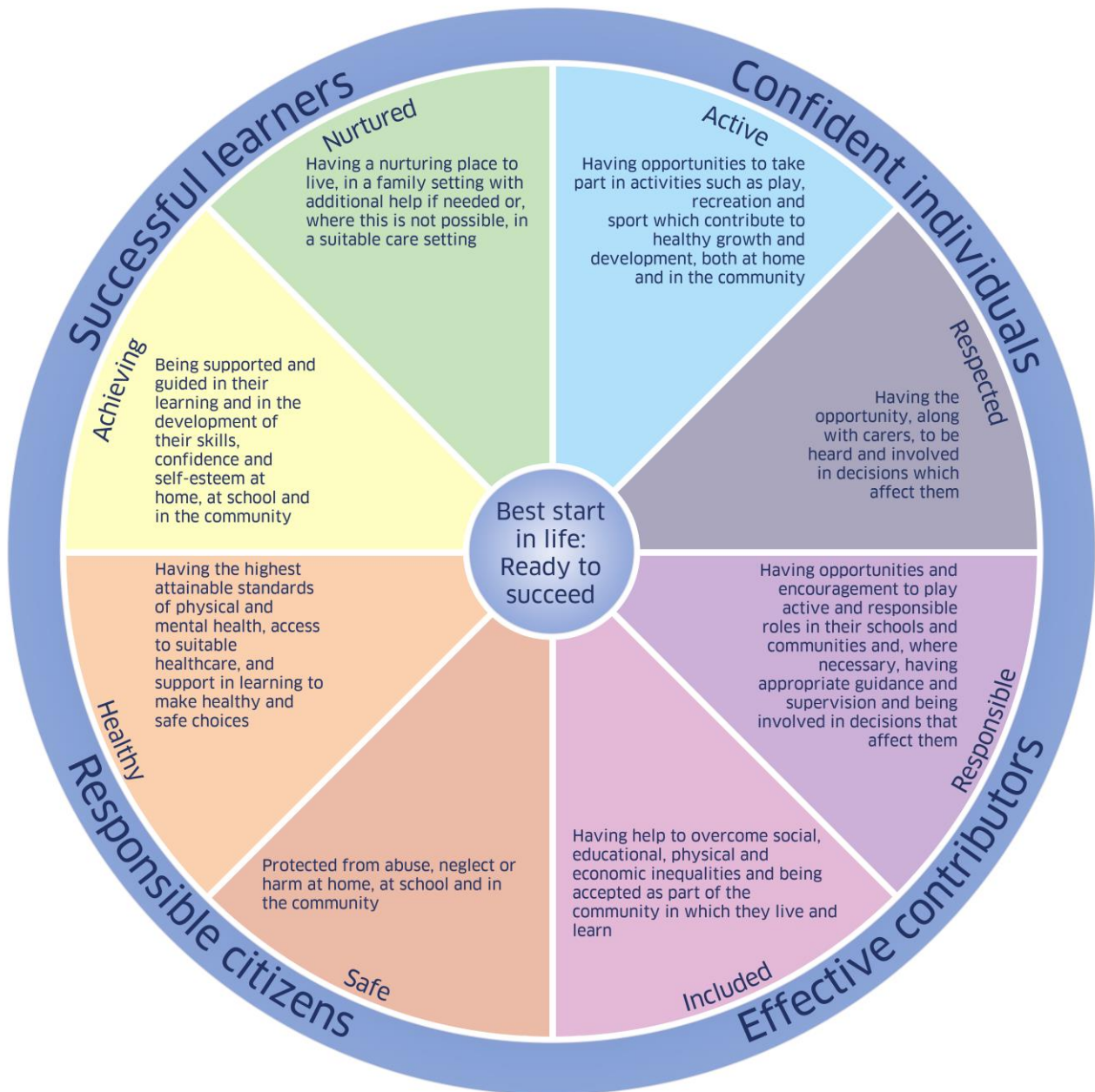
### **3. WELLBEING**

SA is dedicated to the continuous development of our sport with regards to recognising that the wellbeing of children and young people is paramount. We are proud to be creating an environment that allows children and young people to thrive, participate and have a say in the decisions that affect them within their sport.

It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to "Getting it Right for Every Child" (GIRFEC), the wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing.

By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child’s wellbeing, whether they are in a educational, health, community or sports setting. It is essential that in sport we understand not only how participation in sport contributes to these wellbeing indicators, but also what we need to do if we are ever worried that something is impacting on a child’s wellbeing. As part of the ‘Children and Young People (Scotland) Act 2014, the concept of wellbeing and the GIRFEC approach is now enshrined in law.

Shanarri Wheel



#### 4. DEFINITIONS AND ROLE DESCRIPTIONS

SA strives to ensure that children and young people are protected and kept safe from harm whilst participating in our sport. We will endeavour to promote high standards of care for all participants. For effective implementation of this policy, clubs and providers must work in partnership, each with a role to ensure the protection of the children and young people in their care.

For the purpose of this policy and associated guidelines, the following definitions will apply.

**'Archery GB'** means the trading name of the Grand National Archery Association a Company Limited by Guarantee, no. 1342150, registered in England.

**'Athlete Support Personnel' (ASP)** means any member who assists with regulated work but does not hold a coaching qualification.

**'Board'** means the whole Board of Scottish Archery.

**'Child'**, in terms of the protection of Vulnerable Groups, means a person under the age of 18 years.

**'Child Protection Officer' (CPO)** means the nominated person acting on behalf of Scottish Archery or club whose responsibility is to deal with child wellbeing/child protection matters.

**'Club'** means a constituted and affiliated club whose members are members of Archery GB and Scottish Archery.

**'Coach'** means any member who has undertaken formal training and has gained and holds a current Archery GB Instructor or Coach qualification at any level.

**'Member'** has the same meaning as defined in the Articles and Byelaws of Scottish Archery as current from time to time.

**'Regulated work'** means regulated work with children as defined by [Schedule 2 of the Protection of Vulnerable Groups \(Scotland\) act 2007](#). (See section 11. Of this document.) Regulated work always includes teaching archery to children and young people in a setting designed as a class for children and young people, even if a parent is present.

**'Safeguarding'** (the umbrella) the proactive policies and procedures in place for the benefit of all children and young people in SA.

**Child Protection'** one aspect of the safeguarding umbrella specific to children who are considered to be at risk of, or suffering significant harm.

Scottish Archery's Lead Child Wellbeing and Protection Officer. **(LCWPO)**

- Scottish Archery's 'LCWPO' will lead on the effective implementation of policy and procedures throughout the sport.

- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Raise awareness of SA's Lead Child Wellbeing and Protection Officer role to Parents/carers, adults and children involved in the organisation.
- Raise awareness of the Code of Conduct for working with children and young people to parents/carers, adults and children involved in the sport.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Signpost appropriate training for adults working/volunteering with children and young people in the organisation.
- Respond appropriately to disclosures or concerns that relate to the wellbeing of a child or young person.
- Take responsibility for suspensions and conduct investigations under the Disciplinary procedure.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with the statutory agencies and ensure they have access to all necessary information.
- Support affiliated clubs and their Club Child Protection Officers.

'Affiliated clubs will:

- Adhere to guidelines and procedures contained within this policy.
- [Appoint a club child wellbeing and protection point of contact, unless they are specifically defined as Adult Only Clubs.](#)
- Ensure all those coming into the club to perform regulated work with children and young people, regardless of whether in a paid or voluntary capacity, are Safely Recruited in accordance with Scottish Archery's Safe Recruitment Policy.
- Accept that all office and committee members also have a responsibility in this area and be prepared

to respond to any indication of abuse.

- Be prepared to challenge and alter bad practice.
- Implement any recommendations of SA relating to this area.
- Promote an environment where all legitimate concerns can be raised without fear of discrimination or reprisal.
- Ensure that the SA Equality and Diversity Policy are adhered to. And that discrimination is prohibited at all levels. Should an allegation be made, maintain confidentiality of the child and the person against whom the allegation is made.

For the purpose of this policy, the following role descriptions will apply to applications made for membership of the PVG scheme:

- Child Wellbeing and Protection Officer (providing advice to children)
- Coach (Working with children)
- Athlete Support Personnel (Working with children)

## 5. ABUSE IN SPORT

Abuse of Children and young people can occur in any environment, including the home, at school or in a sports club although, children are more likely to be abused by people they know and trust in their family. Sport is often described by children and young people as being like their family, therefore, we remain vigilant to signs of abuse within SA as well as recognising it is everyone's responsibility to protect and safeguard children and young people, inside and outside of the sport.

SA acknowledges that as a sport it provides access to children and young people which can present opportunities for individuals who want to harm them. Therefore, it is vital that those who have regular contact with children and young people recognise the signs and indicators that a child or young person may be abused and know the appropriate steps to take to report these concerns.

Coaches and instructors may be best placed to help in identifying concerns, and indicators of possible abuse or neglect, at an early stage and referring those concerns to SA and the appropriate statutory organisation.

### Types of Abuse

All forms of abuse involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern act of commission or acts of omission.

Abuse can take many forms including:

**Sexual Abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or



not the child is aware of what is happening.

**Emotional Abuse** – Exposing children to humiliating, taunting or aggressive behaviour or tone.

**Neglect** – Lack of Care, guidance, supervision or protection.

**Physical Abuse** – Causing the actual physical harm of a child or young person.

All adults working with children and young people should be mindful of the different types of abuse and be familiar with the signs that abuse may be taking place.

## 6. RESPONDING TO CONCERNS

Set procedure for responding to a wellbeing or protection concern about a child makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on three steps: **Respond, Record, Report.**

The following principles underpin the procedure:

The wellbeing of the child is the paramount consideration.

Parents/carers have the primary responsibility for the safety and wellbeing of their children and where possible the club should work in partnership with parents /carers when there are concerns about a child.

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important, therefore, to seek the views of the child, where relevant and appropriate, and to seek their consent for further reporting of the concern.

Where the concern about a child's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether a child has been abused.

### WHAT TO DO IF THERE IS A WELLBEING CONCERN ABOUT A CHILD

Members of the sports volunteers/staff may be informed in different ways with regards to details of a concern about a child. This may be:

- A direct disclosure by a child
- Through observation of a child, demonstrated by a change in their behaviour, appearance or nature
- Information that is shared from another individual or organisation

#### **Respond**

Any wellbeing concern about a child should be considered in line with GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he or she may have

experienced upset in the family, such as parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

### **Record**

Make a written record of the wellbeing concern as soon as possible using the Concern Recording Form, completing as much of the form as possible.

### **Report**

All wellbeing concerns should be reported to the Club Child Wellbeing and Protection Officer as soon as possible. The CWPO may escalate the concern to police/social work if this is considered appropriate.

### **WHAT TO DO IF A CHILD DISCLOSES ABUSE**

Good Practice

React calmly so as not to frighten the child.

Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support need, is English their first language etc.)

Listen to the child and take what they say seriously. Do not show disbelief.

Reassure the child that they are not to blame and were right to tell someone.

Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?

It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.

Do not introduce personal information from either your own experiences or those of other children. Pass on the information to the Club Wellbeing and Protection Officer/or social work services or the police without delay

Avoid:

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Approach the individual against whom the allegation has been made
- Making negative comments about the person against whom the allegation has been made

## RECORD

Make a written record of the information as soon as possible using the Concern Recording Form, completing as much of the form as possible

## REPORT

Advise the Club Child Wellbeing and Protection Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CWPO, police and social workers to decide what action to take next.

For advice and guidance when/if the Club CWPO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.

### Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers.

PLEASE REFER TO "RESPONDING TO DISCLOSURE MADE BY A CHILD" FLOWCHART AT END OF THIS DOCUMENT.

## LOW LEVEL CONCERNS

A low level concern is a concern or allegation that does not meet the "harm" threshold. The term "low level" concern does not mean that it is insignificant. A low level concern is any concern - no matter how small and even if no more than causing a sense of unease or a "nagging doubt" - that an adult working with / volunteering with children may have acted in a way that:

- is inconsistent with an organisation's code of conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold; or is otherwise not serious enough to merit a referral to statutory agencies

A behaviour niggles can also be when a young person has displayed challenging behaviour which has impacted on them, volunteers, staff or other young people. Behaviour is communication and usually challenging behaviour is a sign that something is going on in that young person's life.

Low-level concerns are part of a spectrum of behaviour. This includes as a whole:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse

Examples of such behaviour across the spectrum could include an adult:

- being over friendly with children

- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language.

Low level concerns should be reported to the STS Child Protection Officer.

## 7. COMMUNICATION AND SECURITY OF DOCUMENTS

No document, once completed, which contains the personal information of a child or member (e.g. significant incident form, self-declaration form) will be transmitted by email except where such file is either password protected and/or encrypted. Where password protection is enabled, such password must be sent to recipients of these documents by separate email or other electronic means.

Such documents will be sent to the recipient by mail or email and clearly marked 'Private and Confidential'

Where information is kept as a computer record, the information will be kept on an encrypted memory stick or on properly secured cloud storage and only accessed by those authorised to see it in the course of their duties.

Any printed document, once completed, relating to child protection or PVG issues will be kept in a secure place and treated as confidential.

## 8. INFORMATION SHARING

The Data Protection Acts 1998-2018, along with the introduction of GDPR in May 2018 requires that members are informed about how their personal information will be used. For the purposes of child wellbeing/child protection matters Scottish Archery and/or a club may share information about a member with each other and/or Archery GB where they have been alerted to circumstances that might affect a members status as a member of the PVG scheme for regulated work ~~with~~ or their suitability to carry out the regulated work role for which they have applied/been appointed or already doing. Additionally, Scottish Archery may be required to share information with Archery GB and other statutory or regulatory authorities where an individual member is believed to be under criminal investigation for matters pertaining to Child wellbeing and Protection. In the event that such sharing is deemed necessary, it will normally only be carried out between the nominated Child Wellbeing and Protection Officers of Scottish Archery and club – or an appropriate representative of Scottish Archery appointed by the Board. This is aligned to the published Scottish Archery GDPR compliant Privacy Notice.

Scottish Archery may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Volunteer Scotland Disclosure Services, Disclosure Scotland and Police Scotland for the purposes of safeguarding children and reporting on any accidents or incidents leading to serious injury or death.



## 9. SUSPENSION OF MEMBERSHIP AND DISCIPLINE

Where information is received from:

- a. Disclosure Scotland that a member or employee of Scottish Archery is being considered for barring or has been barred from working with children; or
- b. Police Scotland, the Procurator Fiscal's Office or any external Agency that raises a significant concern about a member, volunteer or staff member of Scottish Archery
- c. a significant incident form is received regarding the conduct of a member or employee of Scottish Archery towards a child

Scottish Archery Child Protection Officer will immediately notify the appropriate member of the Scottish Archery Board with responsibility for Safeguarding and Child Protection as well as immediately notifying the Archery GB Case Management Referral Panel, with a recommendation to either suspend that member's coaching licence and/or their Archery GB membership.

Where suspension of Archery GB membership is recommended, the member's Scottish Archery membership will also be suspended.

In cases where there is no police or social work inquiry and the Scottish Archery CPO's initial assessment is that a disciplinary investigation should be conducted, then such an investigation will be conducted in line with the Scottish Archery Disciplinary policy, in force at that time.

In cases where there is to be a police or social work inquiry, then a disciplinary investigation will only be carried out at the conclusion of the inquiry although a member being the subject of such an inquiry may be suspended as soon as Scottish Archery is made aware of such an inquiry.

## 10. PVG MEMBERSHIP

All Scottish Archery Clubs have a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act, to make sure that the adults who are authorised to work or volunteer with children on behalf of the club are not on the Children's List. The Children's List is a list of individuals who have been barred from working with children by Disclosure Scotland.

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified. The club wellbeing and Protection Officer will play an important advisory role in relation to appointments to work with children but will not usually be responsible for the final decision about appointments.

Where to get help with the PVG scheme

Scottish Archery supports and administers the PVG scheme for volunteers. Contact Scottish Archery Child Protection Officer

Email: [child.protection@scottisharchery.org.uk](mailto:child.protection@scottisharchery.org.uk)

Phone: 01875 811344

### Who needs to join the PVG scheme?

A role that needs the post holder to be vetted is known as 'regulated work' and it is defined in law. You must make sure that people who are doing 'regulated work' at your club have not been barred from doing this type of work with children. This is done using the PVG scheme.

Only people who do regulated work can be asked to join the PVG scheme. This includes those who have a DBS check from England, or non-Scottish equivalent. It is not legal to ask people in non-regulated positions to join the PVG scheme.

### What is regulated Work?

Contact VSDS <http://www.volunteerscotland.net/disclosure-services/> for guidance on whether a specific position at a club is 'regulated work'. See also: Disclosure Scotland's regulated work assessment tool at <http://www.disclosurescotland.co.uk/disclosureinformation/training.htm>

### What does the PVG scheme do?

When someone applies to join the PVG scheme, Disclosure Scotland carry out a criminal record check to confirm that they are not on the list of people who have been barred from this type of work. It provides the club with information to inform a decision on their suitability for the post

## **11. DUTY OF CARE**

SA has a duty of care towards all children involved in its activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children and young people.

For information on the following, please refer to SCOTTISH ARCHERY'S SAFE IN CARE GUIDELINES.

ADULT TO CHILD RATIOS  
FIRST AID AND THE TREATMENT OF INJURIES  
VOLUNTEERS AGED 17 OR UNDER  
PHYSICAL CONTACT  
SEXUAL ACTIVITY & GROOMING  
MANAGING CHALLENGING BEHAVIOUR  
TRANSPORTING CHILDREN  
COLLECTION BY PARENTS/CARERS  
TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)  
PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM, VIDEO  
COMMUNICATION TECHNOLOGY & SOCIAL MEDIA  
CLUBHOUSES AND CHANGING ROOMS

## 12. MANAGEMENT OF CONCERNS

Reviewing how child wellbeing and protection concerns have been managed is an important part of good practice and risk management. It provides an opportunity to:

- Explore if policies and procedures were followed and were effective
- Establish whether appropriate action was taken
- Examine the role of individuals involved in responding to and managing the case to establish whether further support or training is required
- Review how well the club worked with other organisations involved in the case
- Identify if any changes are required or recommendations for the future
- Identify specific areas of risk, trends, or patterns
- Increase the confidence of those involved in the club by demonstrating an open and transparent approach.

Scottish Archery will conduct a review:

- At the conclusion of any case dealt with through the procedures for responding to concerns
- At the conclusion of legal proceedings where the club has been involved in the investigation
- At the conclusion of disciplinary proceedings, including an appeal
- As part of the regular review of all child wellbeing and protection cases.

The Case Review Matrix and Review Planning Template can be used to assist in the case review process.

### Case review matrix

<p><b>PROCEDURES</b></p> <ul style="list-style-type: none"> <li>◆ Were the relevant procedures followed?</li> <li>◆ If not, is there a reasonable explanation for this?</li> <li>◆ Were the timescales appropriate?</li> <li>◆ Do the procedures give adequate information about what to do?</li> <li>◆ If appropriate, was a referral made to Disclosure Scotland as required in law?</li> </ul>	<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>◆ Were the right people involved?</li> <li>◆ Were the views of the child/family obtained?</li> <li>◆ Were those involved aware of the procedures?</li> <li>◆ Had the people involved been trained?</li> <li>◆ Where appropriate, were external organisations involved, for example, the police or governing body of sport?</li> </ul>
<p><b>OUTCOMES</b></p> <ul style="list-style-type: none"> <li>◆ Was the outcome appropriate in the case?</li> <li>◆ If not, why not?</li> <li>◆ Is there a need to take further action in this case?</li> </ul>	<p><b>RECORDING</b></p> <ul style="list-style-type: none"> <li>◆ Were records kept?</li> <li>◆ Is the quality of the information recorded satisfactory?</li> <li>◆ Can the forms be improved?</li> </ul>

### Appendix III – Case Review Template

## 12. REVIEW

This policy and procedures will be regularly reviewed:

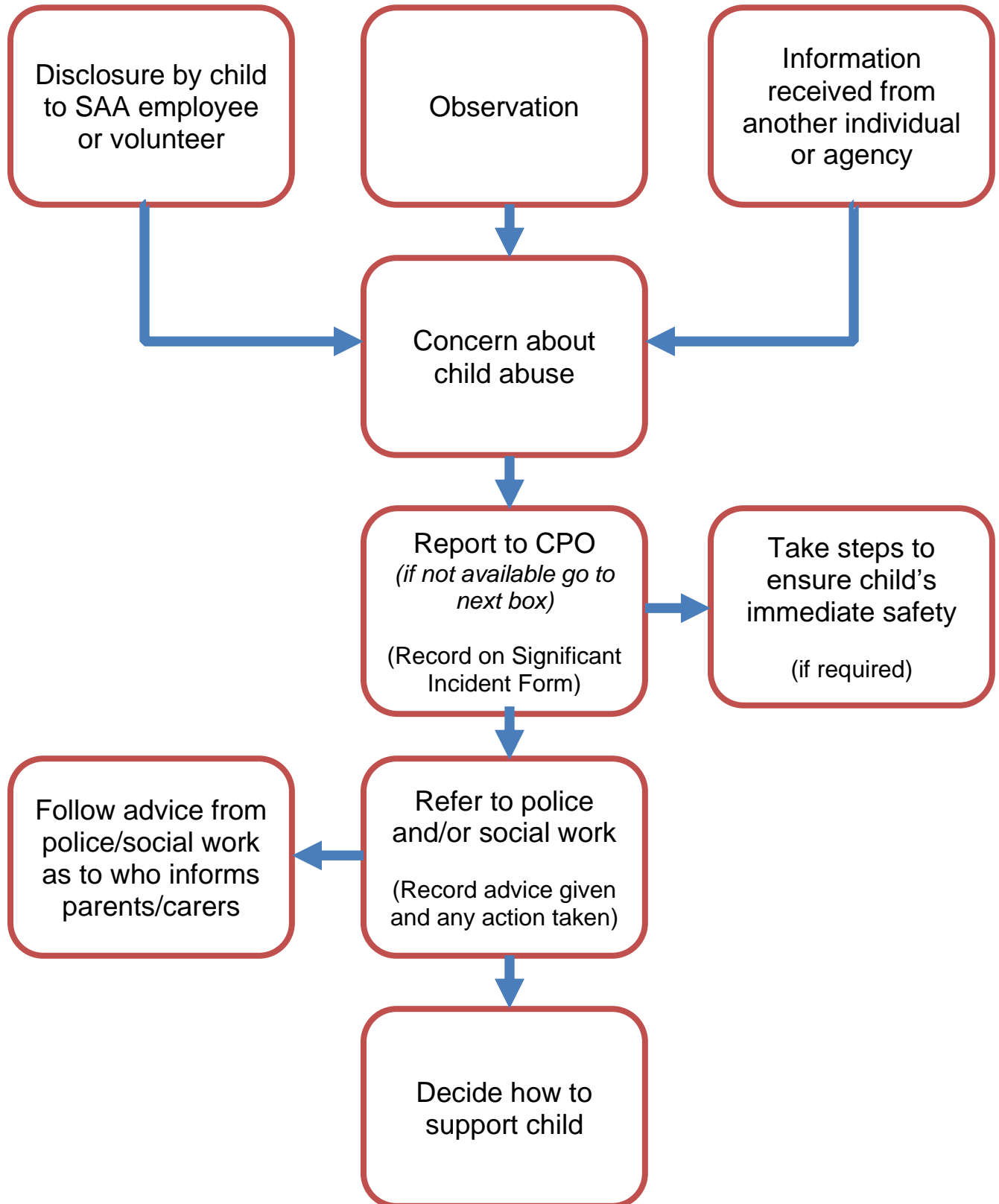
- In accordance with changes in legislation and guidance on the protection of children or following any changes within SA.
- Following any issues or concerns raised about the wellbeing and protection of children and young people within SA.
- In all other circumstances, at least every three years.

When reading this policy the following policies should also be referred to:

- Recruitment of Ex-offenders' policy
- PVG Handling policy
- Making a referral policy
- Discipline policy

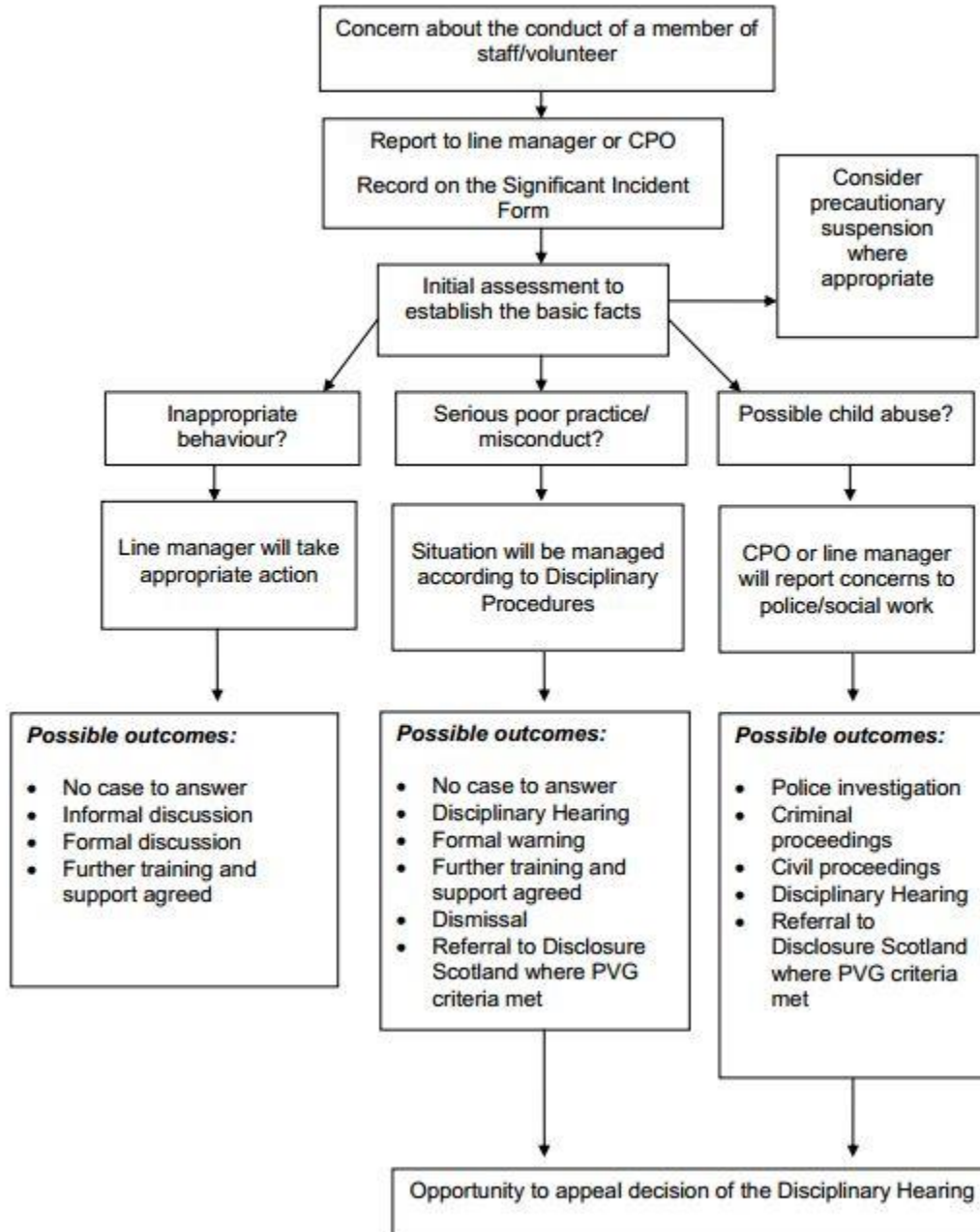


APPENDIX II - RESPONDING TO CONCERNS ABOUT A CHILD FLOWCHART



APPENDIX III

**RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER FLOWCHART**



APPENDIX IV

CASE REVIEW TEMPLATE

<b>Name of reviewer:</b>	
<b>Case reference:</b>	If this record is going to be shared with others, the case should be anonymous - use a unique reference number or identifier.
<b>Outstanding investigations and proceedings:</b>	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 <b>If the answer to any of these questions is no, the review cannot proceed.</b>
<b>Remit of review:</b>	List here in bullet point form the reasons for the review: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Timescales for completion:</b>	This should be the dates when the review will begin and end with the reported findings.
<b>How will the review be conducted?</b>	List here the methods to be used to conduct the review, for example: <ul style="list-style-type: none"> <li>• a review of all paper records</li> <li>• telephone/face to face interviews with relevant individuals</li> <li>• contact with other organisations involved as necessary.</li> </ul>
<b>Are there any special considerations or features in this case?</b>	For example, the child involved has a learning disability.
<b>How will the findings and recommendations be reported?</b>	
<b>Who will the outcomes of the review be shared with?</b>	List internal and external parties with whom information will be shared.
<b>Is a media strategy required?</b>	