

Case Management Procedure

THE FOLLOWING DEFINITIONS ARE USED IN THESE PROCEDURES

Abuse: refers to the acts of commission or omission that led to a Child or Adult experiencing harm.

Adult: any person aged 18 years and over.

Adult at Risk: any person eighteen years of age and over who is or may be in need of community care services by reason of mental health, age, illness or disability and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

Appeals Panel: Two members of the Parkour UK board or a commissioned independent third party, who **Do Not** form part of the Case Management Group, specifically tasked with reviewing the appeal of decisions made by the Parkour UK Case Management Group.

Case Management Group: A group of people made up of Parkour UK's safeguarding team and board members or a commissioned independent third party, who **Do Not** form part of the Appeals Panel specifically selected to respond to safeguarding/sexual exploitation, abuse and sexual harassment (SEAH) concerns.

Child: everyone aged under 18 years.

Child / Adult Protection: is a set of actions or activities that are required to ensure the safety of children or adults who are at risk of/have suffered or are suffering from significant harm.

Harm: refers to the negative impact or consequences arising from abuse or poor practice.

Member: refers to anyone bound by the Parkour UK Safe Sport Policies.

NGB: National Governing Body.

Parkour UK: The National Governing Body for the sport of parkour in the United Kingdom.

Parkour UK Competitions: any circuit, or event owned, managed and/or sanctioned by Parkour UK.

Police: means police or law enforcement agencies tasked with the prevention and detection of crime, whether domestic or international (for example, Interpol)

Safeguarding: refers to the action(s) taken to ensure all Children and Adults are safe from harm when involved in Parkour UK events and parkour activities.

Statutory Authorities: means any authority, agency or similar organisation with statutory or government-issued powers related to protection, welfare and/or safeguarding of persons (whether children or otherwise).

Suspension: means to temporarily stop carrying out work pending investigation. This will be 'suspension without prejudice' until the outcome of the investigation is decided.

Violence: refers to "all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse." (Article 19 United Nations Convention on the Rights of the Child)

Without Prejudice: that a statement or discussions which are made in a genuine attempt to settle a dispute are prevented from being disclosed to the Employment Tribunal or Court as evidence.

Introduction

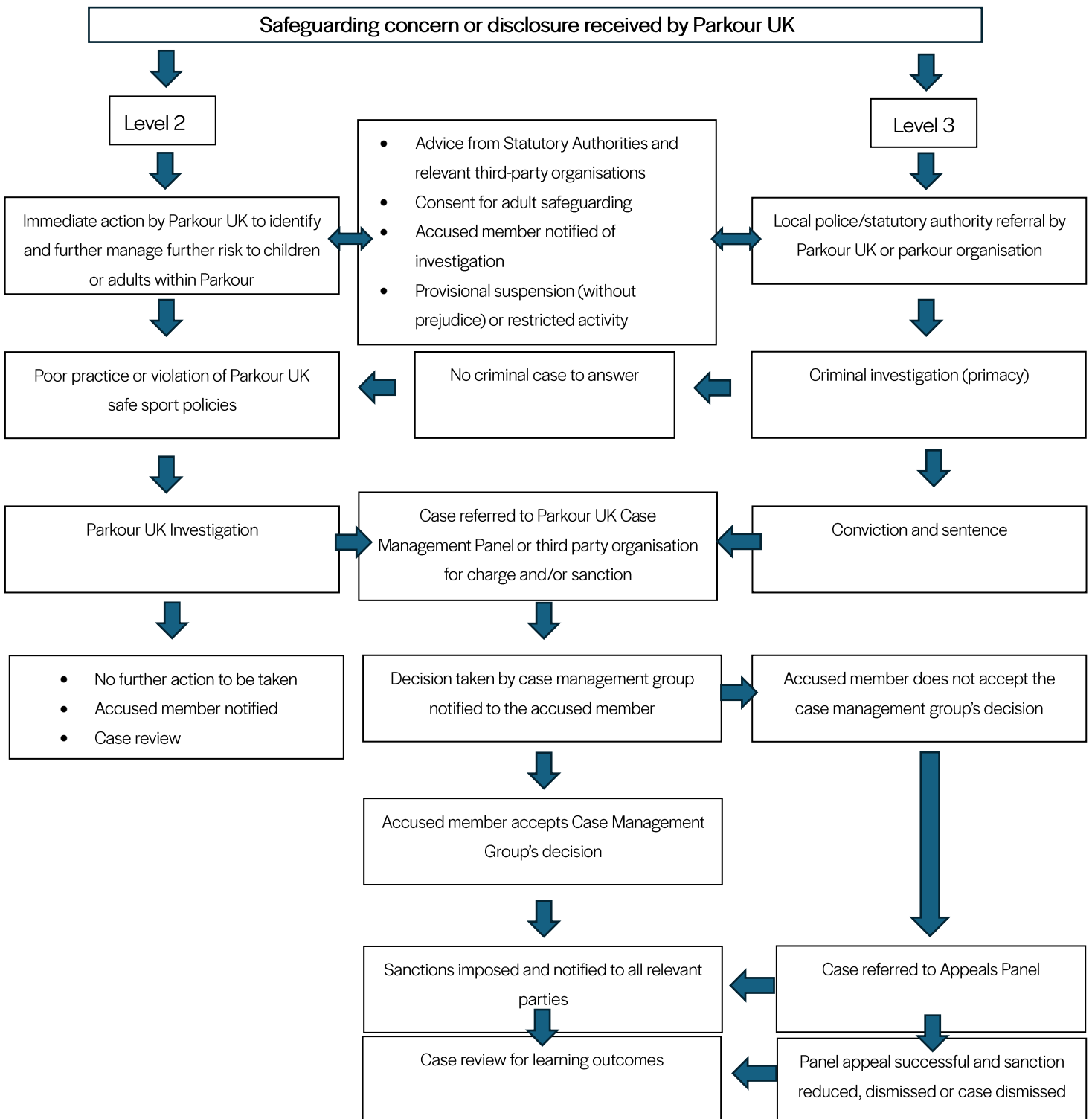
Parkour UK is committed to ensuring that everyone who participates in parkour do so in an enjoyable and safe environment.

This document is supplementary to the Safe Sport Policy, it focusses specifically on the procedures to be followed by Parkour UK in relation to any concerns regarding a Child and/or Adult, particularly those at Risk. Parkour UK requires that all members, staff and volunteers, operating across all disciplines adopt and implement the Safe Sport Policy and this Procedure as amended from time to time.

- For safeguarding to be effective it is vital that Parkour UK can support and enforce the conditions laid out in our Safe Sport Policies. These Case Management Procedures (the 'Procedures') play a crucial role by establishing a clear structure within which complaints, concerns and enquiries are handled for both children and adults. They explain how a specific case will be handled after it is reported to Parkour UK and provide a clear course along which more complex or serious matters will progress.
- The Procedures will also ensure that important decisions surrounding safeguarding cases for children and adults respect the needs of those who require protection by Parkour UK and the needs of those who are subject to a complaint or investigation. This will ensure that cases are dealt with in a robust and fair manner.

- Parkour UK's duty towards children and adults has moral, ethical, contractual and statutory elements. This is recognised in the Parkour UK Safe Sport Policy which uses current UK safeguarding legislation and guidance as a basis.
- Much of Parkour UK's duty in the protection of children and adults is met by coaches working independently of Parkour UK, and through the development of safeguarding best practice across parkour in partnership with our members. Safeguarding is a process of early intervention and risk prevention, to stop situations escalating and in some situations when a child or adult has been harmed or is likely to be harmed, that intervention is paramount to ensure their immediate protection and safety.
- Member gyms/clubs and independent member coaching organisations and event/competition hosts will also have their own safeguarding legislation relating to the protection of children aged under 18 years and adults particularly those who may be at risk of harm. Depending on the seriousness of the case, and any subsequent investigation being undertaken by the Police or Statutory Authorities, it is recognised that this investigation will ordinarily take primacy over an investigation conducted under these procedures.
- This does not prevent Parkour UK from working together with the Police or Statutory Authorities in taking such action as is necessary in line with these procedures, to prevent further risk of harm to other children or adults participating in parkour activities.

Case Management Procedure Flowchart



Safeguarding Cases

General

The safeguarding team may answer general safeguarding queries from individuals within parkour and from members of the public. Examples of this activity may include suitability reviews of DBS, Disclosure Scotland, Access NI and Overseas Criminal Records checks which contain disclosures of criminal offences, advice and guidance on best practice, risk assessment, safeguarding planning and policy implementation in any parkour activities.

Categorisation of Cases

A safeguarding case will be categorised as level one, level two or level three (dependent on its specific circumstances) and will receive the appropriate response from the Parkour UK safeguarding team. These categories are not final and at any time during an investigation may be reviewed and re-categorised up or down (for example, where a level two allegation is investigated, and information of a more serious nature is disclosed, leading to the case being re-categorised as level three).

The Safeguarding Lead must be involved in the key decision-making processes relating to all level two and level three cases to ensure the appropriate oversight in the management of those cases.

Level One

A safeguarding case involving a member who is alleged to have committed minor breaches of the Safe Sport Policy, or a case requiring a response from the Safeguarding Lead or safeguarding team involving the management of risk to the welfare of children or adults where there is no allegation of malpractice against a member person, are classified as level one.

Level one cases are not referred to the Case Management Group. The Safeguarding Lead will not impose a sanction upon an individual or organisation for a level one case but may recommend a course of remedial action, such as additional training, mentoring for example.

Level Two

A safeguarding case which the Safeguarding Lead deems necessary for investigation or referral to the Case Management Group and which is likely to result in any of the following:

- i. Imposition of a provisional suspension without prejudice of any Covered Person;
- ii. A decision that a breach (which is not a minor breach) of the Parkour UK Safe Sport Policy has occurred;
- iii. Action by Parkour UK against any Covered Person or parkour organisation to mitigate the risk of harm to any child or adult participating in a parkour environment.

A breach (which is not a minor breach) of the Parkour UK Safe Sport Policy is deemed to have occurred where any conduct of a member has caused real risk of harm to or placed a child or adult at risk of suffering harm from any form of poor practice or abuse defined in the Parkour UK Safe Sport policy, even if such conduct falls below the prosecutorial threshold for charging a criminal offence, or has a finding of “not guilty” in the execution of criminal proceedings.

Level Three

A safeguarding case that requires immediate intervention to protect a child or adult who has suffered significant harm or is at risk of suffering significant harm. These cases will require intervention from Police or Statutory Authorities to take the appropriate protective and investigative action.

The referral out to the Police or Statutory Authorities may be notified directly by the Parkour UK safeguarding team or in partnership with the relevant parkour organisation.

Parkour UK may also receive notification of such cases involving members directly from: national or international sporting organisations; the Police or Statutory Authorities; or from gyms/clubs or independent coaching organisations.

In such cases an application may also be submitted for the immediate provisional suspension without prejudice of an accused member from parkour subject to an investigation by Police or Statutory Authorities.

Case Management and Disciplinary Procedures

Initial Action

Allegations Against Parkour UK Staff

- Any allegation against Parkour UK staff must be reported immediately to the Parkour UK Safeguarding Lead.
- Further action will depend on where the incident took place, the nature of the allegation and any identified risk to children or adults in parkour.
- When an allegation is made against a member of staff, Parkour UK HR procedures must be followed.

Provisional Suspensions

Provisional suspension shall be imposed on a member where it is necessary and proportionate in the circumstances for any of the following reasons:

- To manage or prevent a risk of harm to any child or adult making an allegation or to whom an allegation relates;
- To manage or prevent a risk of harm to any other child or adult;
- To preserve the integrity of any investigation being conducted against the accused member;
- Where any member's failure to comply with a request made by Parkour UK in the course of its investigation hinders or prevents the expeditious progress of any investigation;
- To preserve the integrity and/or reputation of Parkour UK and the sport of parkour.

Imposing a Provisional Suspension

- Upon application by the Parkour UK Safeguarding Lead (or his/her designee), the Case Management Group shall have authority to provisionally suspend (without prejudice) a member at any time from attending or participating in any parkour coaching, volunteering, competitions or related activity such as coaching courses.
- In exceptional circumstances, the Parkour UK Safeguarding Lead may impose an urgent provisional suspension on a member where they consider it necessary and proportionate to do so, for any of the reasons stated above.
- If a provisional suspension is urgently imposed, then the Safeguarding Lead must submit a statement of case to the Case Management Group within 7 working days for a full review

and consideration of whether the imposed urgent provisional suspension should be ratified or lifted.

- Should the Case Management Group decide to lift the urgent provisional suspension the member shall be immediately notified of that decision.
- Where any provisional suspension is imposed or ratified Parkour UK shall notify the member in writing of the provisional suspension including the reason(s) for the suspension, the period for which the individual is suspended, review dates (if known), and any right to appeal under the appeal panel's procedural rules.
- A member may refer a decision of the Case Management Group to impose a provisional suspension to the appeal's panel under its supervisory jurisdiction on the basis that: (a) the decision is irrational (i.e. it falls outside the range of what a reasonable decision-maker might decide), arbitrary or capricious; (b) the decision is based on an error of law (i.e. it is contrary to the Parkour UK Rules and Regulations, properly construed, or to applicable law); or (c) the procedure that was followed in reaching the decision was so unfair as to be contrary to natural justice.
- Where a provisional suspension is not challenged by the member and is confirmed by the Case Management Group (as applicable), it may be communicated by the Parkour UK safeguarding team to member gyms/clubs/independent coaching organisations or other sports organisations as necessary and proportionate to manage risk to any child or adult.
- Where case investigations are protracted by due process, the Case Management Group may set periodic review dates at appropriate intervals dependent on the case. The Safeguarding Lead will submit a written update detailing any change in circumstances and progress of any investigation or other judicial proceedings.

Investigations

Investigations will fall broadly into four main categories:

- A criminal investigation by the police or prosecuting authorities;
- A Statutory Authority child or adult protection investigation;
- A gym/club or independent coach-led investigation for alleged violation(s) of the applicable Parkour UK Safe Sport Policy. In certain circumstances this may be supported by Parkour UK.
- A Parkour UK led investigation for alleged violation of the Parkour UK Safe Sport Policy and/or Code of Conduct.
- All members are obliged to fully cooperate with any safeguarding investigation. If the member fails to cooperate with, impedes or obstructs an investigation, then they will be charged with a violation of these procedures.

Police and Statutory Authorities

- If a level three case is referred to or received from the Police or Statutory Authorities, then the Parkour UK Safeguarding Lead will liaise with them directly to:
- Assist the Police or Statutory Authorities in the investigation process by ensuring that any relevant information is shared;
- Identify and manage further risk to any other children or adults in parkour or sport arising from the circumstances of the case.
- Act as the liaison between Parkour UK, the Police or Statutory Authorities and victim or witnesses who may need support if they are still actively involved in parkour.
- Where a criminal or Statutory Authority investigation is initiated, Parkour UK may decide to stay or suspend its investigation until the conclusion of those proceedings.

Criminal Conduct

Where a member is investigated for any criminal offence relating to sexual misconduct or involving harassment, abuse or violence, an investigation will be undertaken by Parkour UK into the circumstances of the offence(s) to:

- i. manage any risk of harm to children or adults, whether in parkour or otherwise; and
- ii. ascertain if any violation of the Parkour UK Safe Sport policy has been committed.

Any member convicted of or having entered a plea of guilty or no contest to a criminal charge or indictment relating to sexual misconduct or involving harassment, abuse or violence, will be deemed to be in violation of the Parkour UK Safe Sport policy.

Gym/Club/Independent Coaching Organisation

- Where gyms/clubs or independent coaching organisations have their own safeguarding or safe sport policies and procedures, they should initiate and lead investigations into allegations of poor practice or abuse of children and adults in a parkour environment consistent with national legislation and parkour regulations;
- Where possible, information should be lawfully shared by way of notification to the Parkour UK safeguarding team of **all persons** subject to investigation (criminal or disciplinary), provisional suspension, or sanction for any misconduct, abuse or poor practice relating to safeguarding any child and/or adult;
- During any safeguarding investigation the gym/club or independent coaching organisation safeguarding lead should work collaboratively with the Parkour UK Safeguarding Lead to ensure investigations are conducted expeditiously and appropriately, to avoid duplication of effort or compromise of evidence gathering procedures and to manage any further risk of harm to any child and/or adult in a parkour environment;
- Where necessary, formal agreement between the gym/club or independent coaching organisation and Parkour UK should set out reciprocity conditions of a provisional

suspension imposed against any person subject to investigation (whether criminal or disciplinary), that is necessary and proportionate to manage risk of further harm to any child and/or adult in a parkour environment.

- At the conclusion of a gym/club or independent coaching organisation investigation, Parkour UK should be notified of any sanction or safeguard, such as a period of suspension imposed against any person, where it is necessary and proportionate to manage risk of further harm to any children and/or adult in a parkour environment.
- In certain circumstances a gym/club or independent coaching organisation investigation may be supported by Parkour UK. This may include investigations where:
 - i. The alleged incident(s) took place during a Parkour UK event;
 - ii. Parkour UK is requested to assist and support by the gym/club or independent coaching organisation because of a lack of resource or expertise;
 - iii. where the gym/club or independent coaching organisation does not have in place relevant safeguarding policies and procedures;
 - iv. There is a real or apparent conflict of interest at local level;
 - v. The investigation involves complex aspects such as, but not limited to, where members are from multiple gyms/clubs or independent coaching organisations, there is requirement for a coordinated response and oversight, the incident involves more than one victim or perpetrator, or allegations are of a historic nature;
 - vi. Children or adults have suffered harm and/or the case has caused significant public interest or in other circumstances where it is necessary to ensure that the matter is properly dealt with.
- When considering any joint safeguarding investigations being undertaken by Parkour UK in partnership with a gym/club or independent coaching organisation, terms of reference and jurisdiction will be formerly agreed before the commencement of any investigative activity.

Investigatory Procedure

The Safeguarding Lead may commence an investigation at any time or if necessary, instruct an external investigator, to investigate a level two safeguarding case in line with the procedures below:

- i. Any such investigation shall be conducted in a fair and impartial manner.
- ii. Parkour UK shall inform the accused member in writing of the investigation as soon as it is reasonable to do so and set out the procedure to be followed (save where to do so would place any child or adult at risk of harm or hinder or prejudice any investigation). The notification may be delayed if the Safeguarding Lead considers it is in the best interests of the investigation to do so.
- iii. The Parkour UK Safeguarding Lead will be updated on the progress of the investigation every two weeks by the designated investigator.
- iv. If it is appropriate to do so, the investigator may seek to obtain an external assessment regarding the mental capacity of the complainant (if any), any other witnesses, or the accused member.
- v. Parkour UK will ensure where possible, that appropriate support and expertise are in place to support any child or adult involved in a safeguarding case who has learning disabilities or other impairments.
- vi. Parkour UK will, where possible, ensure that appropriate support and expertise are in place to support the effective communication (for example translators or sign language) with the complainant, alleged victim, witnesses, and the accused member during any safeguarding investigation.
- vii. The investigator should interview the complainant, alleged victim and any other witnesses either in person or if appropriate, recorded during a video or telephone call. Evidence should be documented and provided for review to the complainant, alleged victim and witnesses in transcripts or written statements.
- viii. The member subject to investigation may also be required to attend an interview. Where the member is interviewed, they shall be provided with sufficient information regarding the details of the allegation against them before being interviewed to a) enable them to seek

legal representation or advice, and b) enable them to understand the allegation and respond to it, save where the Parkour UK Safeguarding Lead considers that to do so may put any child or adult at risk of harm or hinder or prejudice any Police or Statutory Authority investigation.

- ix. The Parkour UK Deputy Safeguarding Lead may request updates on the progress of the investigation from the Safeguarding Lead at any time. In any case, the Safeguarding Lead will provide updates every 14 days.
- x. Where an external investigator has been appointed, upon conclusion of their investigation, they shall produce a final written report in English setting out the procedure followed, their findings and recommendations and a referenced bundle of all collated evidence. This report will be submitted to the Safeguarding Lead.

Disciplinary Procedures

- The Safeguarding Lead is responsible for overall case management.
- Upon completion of all investigations the Parkour UK Safeguarding Lead shall consider whether:
 - There is no case to answer, in which case the Safeguarding Lead shall recommend that no further action should be taken.
 - There is a case to answer for an alleged violation of the Safe Sport Policy, in which case the safeguarding team will put together a statement of case and full evidence bundle of associated papers to the Safeguarding Lead for review.

If the safeguarding lead considers that there is a case to answer, then:

- If the Parkour UK safeguarding team considers that the violation is sufficiently serious to warrant formal disciplinary action, then the Safeguarding Lead will issue a notice of charge (“Notice”) to the member.
- If the Parkour UK Safeguarding Lead considers that the violation is not sufficiently serious to warrant formal disciplinary action, he/she may issue the member with an executive written warning and:
 - If the member accepts the warning it will be entered onto his/her record as if it were a determination by the Case Management Group;
 - If the member does not accept the warning, then the Parkour UK Safeguarding Lead may issue a notice of charge (“Notice”) to the member.
- Where a notice of charge is issued, it will contain sufficient information for the member to understand the nature and detail of the allegation against them, which may include the statement of case and other evidence relied upon (save where to do so would place any child or adult at risk of harm). The notice will also contain Parkour UK’s recommended sanction.

Should the Accused Member:

- Accept the charge(s) and recommended sanction, the case shall be found proven, and the sanction and/or safeguard shall be imposed without recourse to the Case Management Group.

- Either (a) not accept the charge or (b) accept the charge but not accept the sanction recommended, the accused member will have 14 days to submit their written representation for consideration by the Case Management Group.
- Fail to respond to the notice of charge or fail to submit their written representation within 14 days, the charge(s) will be deemed proven, and the recommended sanction and/or safeguard shall be imposed without recourse to the Case Management Group.

Parkour UK International Adjudication Panel Determination

- The Case Management Group shall determine the matter(s) in accordance with its Procedural Rules and it shall have all such powers as are necessary to carry out its function efficiently and effectively.
- Where there is a dispute of fact, the Case Management Group will determine any factual matter on the balance of probabilities. Having determined the facts, the Case Management Group shall consider whether the member poses or may pose a risk of harm to children or adults. The Case Management Group shall bear in mind that its paramount consideration is to ensure the welfare of children and adults.
- If the charge is (a) proven or (b) accepted but the recommended sanction and/or safeguard is not accepted, in determining the appropriate sanction and/or safeguard the Case Management Group shall have regard to all relevant factors, and specifically consider any risk posed by the accused member to children or adults if they were permitted to come into contact with either children or adults in a parkour environment.
- All sanctions and/or safeguards imposed are at the sole discretion of the Case Management Group. In addition to those sanctions and/or safeguards set out within its Procedural Rules, the Case Management Group may impose, without limitation, any (or any combination) of the following:
 - A permanent suspension from all Parkour UK competitions or from taking part in any other capacity in parkour events and/or organised, authorised or sanctioned by Parkour UK;
 - withdrawal of access to and accreditation for any parkour event and/or centre organised, authorised or sanctioned by Parkour UK;

- A referral to the Disclosure and Barring Service or other equivalent Statutory Agency in the United Kingdom
- A suspension from participating in or otherwise attending any parkour competition, event and/or centre organised, authorised or sanctioned by Parkour UK for a specified period;
- A written warning outlining the areas of safeguarding concern which must be addressed by the accused member within a specified period before any access to any centre or accreditation for any parkour event organised, authorised or sanctioned by Parkour UK is granted;
- Conditions upon any such participation or access to any gym/club or approval of accreditation for any parkour event organised, authorised or sanctioned by Parkour UK;
- A requirement that the accused member be supervised and/or work with a mentor for a specified period of time or permanently;
- A requirement that the accused member concerned undertake approved safeguarding training or relevant education before any suspension is lifted or access to any gym/club or accreditation for any parkour event organised, authorised or sanctioned by Parkour UK is approved;
- A requirement that the accused member complete a supervised probationary period on reinstatement from suspension; and/or
- a reprimand and/or warning as to future conduct.

The Parkour UK Case Management Group also reserves the right to extend to any or all Parkour UK competitions or events a suspension or other disciplinary action taken against a member by a gym/club or independent coaching organisation, or a conviction or plea of guilty or no contest to a criminal charge or indictment relating to the harassment and abuse of any child or adult.

Parkour UK Case Management Group Decisions and Notification

- All proceedings of the panel will be confidential and will take place in private. The public and the media shall have no right of access.
- The Case Management Group shall promptly issue its determination, with reasons, to the parties directly involved, the Parkour UK safeguarding team and any other Parkour UK organisation it considers appropriate.
- Any decision of the Case Management Group imposed based on a conviction of, or a plea of guilty or no contest to, a criminal charge or indictment for any offence that is a violation of any law specifically designed to protect children or adults in any jurisdiction, shall be final and binding and not subject to appeal.

Appeals

- Decisions of the Parkour UK Case Management Group may be appealed to the appeals panel in accordance with the Parkour UK Procedural Rules.

Outcome and Case Reviews

- Upon final determination, whether by the Case Management Group or the Appeals Panel, Parkour UK may publish the decision, giving due consideration to confidentiality and any risk or harm to any child or adult that such publication may cause.
- Notwithstanding the above case management procedures, the Parkour UK safeguarding team shall review all reported safeguarding concerns and the facts (irrespective of whether further action was taken), for learning outcomes to determine whether any action to reduce the risk of further concerns is necessary.
- If the following conditions set out by the DBS have been met, then we will refer the accused to the DBS for barring:

Condition 1

- We withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or the accused is moved to another area of work that isn't regulated activity.
- This includes situations when we would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a coach resigns when an allegation of harm to a student is first made.

Condition 2 – We believe the person has carried out 1 of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk of harm
- Satisfied the harm test in relation to children and / or vulnerable adults. eg there has been no relevant conduct but a risk of harm to a child or vulnerable still exists

Flowchart Reflecting Stages of Procedure



REFERRAL

- Information received by the Parkour UK Safeguarding Team
- Referral reviewed against thresholds



INVESTIGATION

- Parkour UK Safeguarding Lead undertakes enquiries
- Parkour UK Safeguarding Lead makes an assessment of risk of harm posed and ability for the risk to be managed



SUSPENSION

- Parkour UK Safeguarding Team decide whether suspension without prejudice is required
- Individual notified of decision and has the right to appeal



CASE MANAGEMENT GROUP

- Case heard by Parkour UK Case Management Group or referred to a third party organisation



COMMUNICATION

- Outcome of the Case Management Group investigation communicated to relevant parties
- Individual has the right to appeal



APPEAL

- Appeal process is followed and heard by the Parkour UK appeals panel