



Commonwealth Games

Wales Adults at Risk Welfare and Safeguarding Policy

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Section 1:

Commonwealth Games Wales Adults at Risk Welfare and Safeguarding Policy

1.1 Key principles underpinning the Commonwealth Games Wales Adults at Risk Welfare and Safeguarding Policy

The publication of 'No Secrets' by the Department of Health in England, and 'In Safe Hands' by the Welsh Government in 2000, was in response to a number of serious incidents involving the abuse of adults at risk, where gaps in process were identified and action was slow as a consequence.

Commonwealth Games Wales are committed to the fact that every person has the right to be a Team Member within Team Wales in an enjoyable, safe environment, and be protected from harm. Safeguarding in Commonwealth Games Wales is about ensuring that the environment is appropriate for the person, and tailored to their needs so that they have a positive experience of their sport, and do this without risk of or actual harm occurring.

All adults are entitled to live their life free from harm and abuse; this is a fundamental human right. In some cases adults will be able to protect themselves from harm, but in others some adults may be a greater risk of experiencing harm and/or abuse as a consequence of their circumstance or situation which may enhance the level of risk of harm. The term 'adult at risk' replaces the previously used term 'vulnerable adult' because it takes the emphasis off the characteristics of the individual concerned.

Commonwealth Games Wales are committed to ensuring that it is proactive and supportive in ensuring that circumstances, situations or environments which exist around those people who are defined as, or considered to be adults at risk, are safe.

1.1.1 Definition: Adult at Risk

An 'Adult at Risk' is someone who is over 18 years old, and:

- *who is, or may be in need of community care services by reason of mental or other disability, age or illness, and*
- *who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation*

An adult at risk may be a person who:

- *has a physical, intellectual or sensory impairment*
- *is frail due to ill health*
- *has mental health needs including dementia or a personality disorder*
- *misuses alcohol or other substances*
- *is unable to demonstrate the capacity to make a relevant decision and is in need of care and support*

1.1.2 Definition: Regulated Activity

Regulated Activity for adults at risk **does not include** activities which would ordinarily be associated with sport (i.e. coaching is not regulated activity for adults at risk), with the exception of conveying an adults at risk. Definition of regulated activity for adults at risk is no longer linked to the environment in which the activity takes place, nor the frequency with which it occurs. Therefore driving an adult at risk to a competition once **will** constitute regulated activity.

A disabled person is not necessarily an adult at risk, and an adult at risk may not have impairment.

Given the enhanced risk of abuse for adults at risk **Commonwealth Games Wales** consider it essential that all those associated with the organisation are provided with the guidance and support which will give them the confidence and skills to respond appropriately to suspicions, or disclosures of abuse, and in order to ensure that their engagement within sport always reflects good, safe practice.

1.1.3 Definition: Capacity

Capacity relates to the ability of an individual to make a decision at a particular time. Under the Mental Capacity Act 2005 an individual may be considered to 'lack capacity' if they cannot:

- Understand information given to them to make a particular decision¹
- Retain that information long enough to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision²

... and that this might be as a consequence of illness or impairment (such as mental health problem, dementia or learning disability (intellectual impairment)).

The law focuses on the principle that everyone has capacity to make a decision if given sufficient support, time, and information; and will not treat individuals as 'lacking capacity' just because a decision appears to be unwise or ill-judged.

Whilst it is important to have an appreciation of capacity in order to appropriately support adults at risk it **WILL NOT** be your role to make a decision about whether an adult 'lacks capacity' or not. **Commonwealth Games Wales** encourages all coaches and volunteers to:

- assume that all adults at risk have capacity, and therefore the ability to make decisions;
- support communication in such a way that the adult at risk can understand information being given, and be understood when giving information back;
- treat decisions made by an adults at risk with respect, even if it is felt that a decision is unwise; and
- work with the adult at risk and their advocates (and Independent Mental Capacity Advocate (IMCA) if relevant) to ensure that they are appropriately supported, and capacity continues to be effectively assessed.

¹ An individual cannot be considered to 'lack capacity' if the information they need in order to make a decision has been given in a way which is not accessible or understandable to them

² An individual cannot be considered to 'lack capacity' because others around them cannot modify their communication method in order to understand that individual when s/he communicates

Commonwealth Games Wales adhere to the following key principles which link to safeguarding:

- the welfare of the person is paramount
- inclusion should occur through the provision of *meaningful* activity, through a process of collaborative decision-making which involved the child or young person, their parents, guardians, carers, or personal assistants, and coaching or voluntary staff
- *Appropriate* communication is essential in order to ensure that everyone is equipped to deal with safeguarding issues or to safeguard themselves from harm
- all reasonable steps will be taken to protect adults at risk from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- establish partnership working with all appropriate agencies and individuals to ensure that the best outcome is achieved
- training is essential in order to raise the awareness of those working within sport, those participating in sport, and those supporting individuals' involvement in sport (e.g. parents/guardians, carers, etc). **Commonwealth Games Wales** therefore support everyone to attend appropriate Safeguard and Protection training
- **Commonwealth Games Wales** expects all coaches and volunteers to have an acceptable 'live' insurance policy in force at all times.

All **Commonwealth Games Wales staff, paid or unpaid, are expected to uphold the principles and actions of this Adults at Risk Welfare and Safeguarding Policy at all times, and will be asked to formally commit to this agreement.**

Access to a copy of the policy should be possible at all times; the policy is available via the **Commonwealth Games Wales website at:**

www.teamwales.cymru

***Commonwealth Games Wales** will internally review its Welfare and Safeguarding Toolkits on an annual basis (or whenever there are amendments to relevant legislation or to best practice); and will externally review, in conjunction with appropriate partners, every 3 years.*

*The review process will be led by **the Chief Executive Officer and delegated staff***

1.2. Policy Aims

The aim of the policy is to keep adults at risk safe, consistently ensure their welfare, and protect their right to a positive physical activity (including sport) environment, which is free from abuse. This will be ensured through:

- consistent engagement in good practice (Section 2: **Commonwealth Games Wales** Guidance to Good Practice)
- taking the time to understand what the needs of all adults at risk are whilst in the care of **Commonwealth Games Wales**. (Section 3: Understanding Adults at Risk Welfare and Safeguarding Issues)
- supporting staff and volunteers to make informed and confident responses to specific safeguarding issues (Section 4: Reacting to Adults at Risk Welfare and Safeguarding Issues)
- safe and rigorous recruitment processes for all paid and voluntary personnel working for or on behalf of **Commonwealth Games Wales** (Section 5: Safe Recruitment Processes)
- an equitable approach emphasising everyone's right to participate and compete in sport free from the threat of abuse regardless of their impairment, age, sex, gender, culture, language, racial origin, religious belief or sexual orientation
- a knowledge of the right people to contact at the right time (Section 6: Important Contacts)

1.3. Legal and Procedural Framework surrounding Child Welfare and Safeguarding

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance.

- Human Rights Act 1998
- The Data Protection Act 1998
- Public Interest Disclosure Act 1998
- Speaking Up for Justice 1998
- Youth Justice and Criminal Evidence Act 1999
- No Secrets 2000
- In Safe Hands 2000
- Care Standards Act 2000
- Domestic Violence Crime and Victims Act 2004
- Mental Capacity Act 2005
- Care and Support Bill 2012
- Law Commission Report on Adult Social Care 2011
- Caring for our Future: Reforming Care and Support 2012
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Equality Act 2010

Section 2:

Commonwealth Games Wales Guidance to Good Practice

2.1. Introduction

In order to provide adults at risk with the best possible experiences and opportunities in sport everyone must operate within accepted ethical frameworks, as identified in Team Codes of Conduct, Guidance documents, policy and legislation.

*It is not always easy to distinguish poor practice from abuse. It is therefore **NEVER** the responsibility of employees, volunteers or participants in sport to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the adult at risk. This is further explained in Sections 3 and 4.*

This section will help to identify what **Commonwealth Games Wales** and the wider Sport Sector mean by good and poor practice.

2.2 Ensuring Good Practice

Commonwealth Games Wales expect that all those involved with delivering sport to engage in good practice. **Commonwealth Games Wales** will ensure that there is access to appropriate training and support, so as to keep its coaches, volunteers, and other staff (whether involved with regulated activity or not) aware of current issues and process concerned with the welfare and safeguarding of adults at risk.

In order to reinforce good practice, the following will be required:

- All coaches, volunteers and other staff working for, or on behalf of, **Commonwealth Games Wales** (whether paid or unpaid) should adhere, and will be asked to sign up to the relevant **Commonwealth Games Wales** Code of Conduct.
- **Commonwealth Games Wales** will have an up-to-date Welfare and Safeguarding Policy, and a commitment to amending it on a regular and frequent basis
- Safe and rigorous recruitment processes are to be followed so as to ensure that personnel are appointed who pose no risk to children, young people or adults at risk (see Section 5)
- All coaches and other volunteers who are involved with Regulated Activity, or occupy roles which **Commonwealth Games Wales** identify as eligible, with adults at risk are required to undertake a Disclosure and Barring Service (DBS) check through **Commonwealth Games Wales**. This information should be made available to **Commonwealth Games Wales** on a 3-yearly basis, or if an individual's role changes. In such instances it may be that an Enhanced Check is requested (see Section 3)
- An open and transparent process is in place to enable the reporting of concerns, provide an avenue to voice concerns, enable whistle-blowing, and ensure clear information is given in the right format to all participants, parents and carers at all times

- Risk management processes must be adhered to when planning, delivering and reviewing sessions, activities and events (see Section 4)
- Disciplinary, Complaints and Appeals procedures must be clearly articulated to all individuals involved with **Commonwealth Games Wales**, whether as a volunteer or paid member of 'staff', or as an athlete (see Section 4).

2.3 Poor Practice

The following are regarded as poor practice and **should not be** engaged in by any **Commonwealth Games Wales** personnel:

- unnecessarily spending excessive amounts of time alone with an adult at risk away from others
- taking adults at risk to your home, particularly if this means they will be alone with you
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engaging in inappropriate touching of any form
- making sexually suggestive comments to an adult at risk,
- reducing an adults at risk to tears as a form of control
- allow allegations made by an adult at risk to go unacknowledged, unrecorded or not acted upon
- not taking an allegation made by an adult at risk seriously, and dismissing it for reasons you consider to be linked to their impairment

If during your care you accidentally hurt an adults at risk, they seems distressed in any manner, appears to be sexually aroused by your actions and/or if they misunderstand or misinterpret something you have done, report such incidents as soon as possible to another colleague and make a written record of it to pass on to a senior member of staff/volunteer.

2.4 Physical Contact with Adults at Risk in Sport

Many sports, by their nature, require a degree of physical contact. Physical contact can be used *appropriately* to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide guidance about appropriate types and contexts.

Physical contact should only be used when the aim is to:

- develop sports skills or techniques
- treat an injury
- prevent an injury
- meet the requirements of the particular sport
- comfort a person who is upset
- guide or support the person in pursuit of their sport
- support or assist a person to stand or regain their balance, or to transfer into specific equipment used within the pursuit of their sport

all of the above forms of contact should

- only occur within an open environment,

- meet the need of the person receiving the guidance (and **NOT** the need of the person giving the guidance)
- be fully explained to the person
- only occur with permission from the individual (with the exception of in an emergency)
- only be given if the individual has received specific training to do so

Contact should **NEVER**

- be prolonged, unnecessary or frequent
- involve touching or contact with genital areas, breasts or buttocks
- take place in secret or out of sight of others
- include the transfer of a person, unless the individual providing the transfer has received appropriate training or is related to the individual

Information about injuries occurring within the **Commonwealth Games Wales** environment should be fully recorded. If an adult at risk arrives at the session with a pre-existing injury then this should also be recorded and mentioned to the parents/carers/guardians on collection or as appropriate.

Section 3:

Understanding Adults at Risk Welfare and Safeguarding Issues

3.1. Defining Abuse

Abuse is any form of physical, emotional or sexual maltreatment or lack of care that leads to harm or fails to protect an adult at risk from harm. It is more likely to occur where there is a relationship of trust (which may pre-exist the abuse, or have been created in order for abuse to take place, i.e. grooming) or responsibility. Abuse can happen to an adult at risk regardless of their age, sex, gender, sexuality, race or impairment; and may be perpetrated by males or females.

There are a number of categories of abuse relevant to adults at risk:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Financial or material abuse
- Institutional abuse
- Neglect and acts of omission, and
- Discriminatory abuse

The abuser may be a family member, someone the adults at risk encounters in residential care or in the community, a friend, a coach, or a stranger. Any individual might abuse an adult at risk directly, or may be responsible for abuse because they fail to prevent another person harming the adult at risk.

Adults at risk might experience greater risk factors linked to abuse because:

- The individual needs support with personal care (certain personal care needs may present more opportunity for abuse)
- They are dependent on another individual to do day-to-day things
- They are depended on by someone else
- There may have been a change in lifestyle which has resulted in unemployment, employment, or illness
- They are emotionally or socially isolated
- there is an absence of local support networks
- there is alcohol/substance misuse present (either by the adult at risk or someone else around them)
- they are financially dependent on another individual
- of communication, and speech and language differences

Research suggests³ that adults at risk who experience financial abuse are highly likely to also experience other types of abuse (i.e. physical, sexual or emotional)

It is not always easy to distinguish poor practice from abuse. It is therefore **NEVER** the responsibility of employees, volunteers or participants in sport to make judgements about whether or not abuse is taking place.

It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about an individual's welfare.

3.2 Types of Abuse

Abuse may take place in a sport context (and be perpetrated by someone who has a role within sport), or it may be noticed within a sport context but have been perpetrated outside of the sport environment by someone who is known or unknown to the adult at risk. Any of the types of abuse referred to below may be perpetrated deliberately, through negligence or ignorance.

It is important to remember that an individual who commits abuse may be from ANY background, belong to any black or minority ethnic group, be lesbian, gay or bisexual, be transperson (transsexual or transgender), have impairment, be male or female, and be any age, or from any religious or faith group. **AND they could be your friend.**

According to *No Secrets*⁴ abuse is “a violation of an individual's human and civil rights by any other person or persons” (p9). Abuse may be a single or repeated act, and it may fall into one of the below-identified 7 categories:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory abuse
- Institutional abuse

Although Bullying is not identified as an explicit form of abuse within No Secrets, **Commonwealth Games Wales** identify that bullying is something which may be more frequently experienced by adults at risk **as per Commonwealth Games Wales anti-bullying policy.**

³ Wilson, B., Burns, S. and Brown, H. (2003). Links between the Public Guardianship Office and social services departments. **Journal of Adult Protection**. 5 (2), pp 38–46.

⁴ DoH (2000). **No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.** DoH: London

3.2.1 Physical Abuse:

This includes:

“...hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions”³

In a sports situation, physical abuse towards an adult at risk would include hitting an individual because they hadn't done what they were asked; or a volunteer disregarding the physical needs of an adult at risk when putting together a training session, and getting them to do activities which in type, frequency, or duration caused them harm or injury.

3.2.2 Sexual Abuse

“Including rape and sexual assault or sexual acts to which the vulnerable adult (sic) has not consented, or could not consent, or was pressured into consenting”³

Within a sporting context this could be a coach insisting that s/he sleeps with the adult at risk when away with the team and forcing that individual without consent to perform sexual acts; or it might be that a volunteer touches an adult at risk, in order to gain sexual gratification, under the pretence that they are providing kinaesthetic feedback.

It should be noted that researchers suggest that some adults at risk (particularly those who have an intellectual impairment, or those who are Deaf, may be at a greater risk of sexual abuse than other adults at risk, because there is a greater acceptance of touch as a means of communication so it therefore goes unnoticed and/or un-reported).

3.2.3 Emotional Abuse:

This involves:

“... threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks”³

Emotional abuse in sport may occur when the adult at risk is constantly criticised, given negative feedback, or expected to perform at levels that are above their capability; or it could be that a volunteer, parent or carer threatens to leave the adult at risk to get home on their own if they do not win.

3.2.4 Neglect and Acts of Omission

This involves:

“ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating”³

Within a sport context neglect/acts of omission might include not allowing an adult at risk appropriate time-outs of training sessions for drinks breaks; it would also include a coach leaving an adult at risk inappropriately unsupervised, or failing to give them the support required to take medication, or to eat.

3.2.5 Financial or Material Abuse

This involves:

“... theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits”³

Examples of how this could exist within sport include asking adults at risk for additional costs which are suggested to be associated with the coaching session, but are pocketed by the coach/administrator; being asked to support the adult at risk with their money whilst away at a competition and then logging spend where there has been none, and failing to return residual monies to the adult at risk.

3.2.6 Discriminatory Abuse

This involves:

“... racist, sexist, that based on a person’s disability [sic], and other forms of harassment, slurs or similar treatment”³

Within sporting context examples of this would be shouting at a player from off the field of play and referring to that individual’s race, sex or impairment (i.e. “come on ... stop playing like a girl”), or allowing another player to use similar language within training or match play.

3.2.7 Institutional Abuse

This would be something which might be identified within the sporting environment, but is not a form of abuse which would be committed by someone working within a sports context. It refers to the isolated or persistent and frequent ill treatment, poor or unsatisfactory professional practice, or gross misconduct, perpetrated by an individual or number of individuals within environments where an adult at risk would receive professional ‘care’.

It is important that in people who work within sport are aware of this form of abuse so that they can safeguard adults at risk if there is a suspicion of such abuse taking place within the individual’s life.

3.3 Indicators of Abuse

Even for those experienced in working with abuse cases relating to adults at risk, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that an adult at risk is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries, or with unusual patterning
- an injury for which an explanation seems inconsistent
- the adult at risk describes what appears to be an abusive act involving them
- another individual expresses concern about the welfare of an adult at risk
- unexplained changes in the adult at risk’s behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of other individuals, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others

- displaying variations in eating patterns including over-eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt
- specific equipment supplied to support the adult at risk (wheelchair, callipers, walking frame) is ill-fitting or damaged and remains so
- forced immobility brought about through specific actions of another individual i.e. removing batteries from an electric wheelchair to restrict liberty and movement
- money goes missing or is never available

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not an absolute indication that abuse is taking place. It is **NOT** the responsibility of those working in or on behalf of **Commonwealth Games Wales** to decide whether or not abuse is occurring – but it **IS** their responsibility to act, and pass on any concerns.

3.4 List of Appendices relevant to Section 3

Appendix	Title	Description
1	Commonwealth Games Wales Anti Bullying Policy	Commonwealth Games Wales Policy to combat and prevent bullying

Section 4:

Reacting to Adults at Risk Welfare and Safeguarding Issues

4.1 Introduction

It is not the responsibility of anyone working on behalf of **Commonwealth Games Wales**, whether in a paid or unpaid capacity, to decide whether or not abuse of an adult at risk has taken place. However **there is a responsibility to act, and pass on any concerns through contact with the appropriate authorities** so that they can then make inquiries and take necessary action to protect the individual and bring any criminal offence proceedings. This applies **BOTH** to allegations/suspicions that abuse taking place outside of sport and to allegations/suspicions of abuse occurring within sport

This section explains **Commonwealth Games Wales's** process for responding to concerns or allegations about the abuse of adults at risk.

4.2 Responding to concerns/allegations

Coaches and volunteers may become aware of possible abuse in various ways. It may be seen happening, it may be suspected because of signs observed (such as those listed in Section 3.3), it may be reported by someone else, or directly confirmed by the adult at risk affected.

In the last of these cases, it is particularly important to respond appropriately. If an adult at risk says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the individual
- **reassure** them that they are not to blame and that it was right to tell
- **actively listen**⁵ showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify
- **inform** the adult at risk that you **HAVE** to let other people about what they have told you, reassure them that this is to help stop the abuse continuing.
- **safety of the individual** is paramount. If the adult at risk needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is potentially linked to abuse. If there is an immediate risk to the adult, then call the police
- **record** all information using the **Adult Protection Referral Form** (see Appendix x)
- **report** the incident to **Lead Welfare Officer**, or directly to the Adults Social Care team in your Local Authority if necessary (see Section 6)

⁵ 'Actively Listening' does not just mean using ears to hear spoken word – it means finding a way to enable the individual to communicate, and you demonstrating that you value and are going to do something with the information they give.

4.3 Recording Information

In Wales the safeguarding and protection of adults at risk is made by directly reporting the suspicion or allegation of abuse to a Statutory Organisation (Social Services, Health or the Police). This is referred to as a 'referral' and can be made by a member of the public, concerned staff, and voluntary organisations (as well as others). This referral is made using an **Adult Protection Referral Form**. Please use this form to record all information about the suspicion or allegation of abuse (Appendix x).

In recording information you should confine yourself to the facts, if you have additional information you need to distinguish this and identify that as personal knowledge and hearsay. Do not include your own opinions.

If you have witnessed or been informed of an incident which is considered to be poor practice or a breach of the Code of Conduct for that role, then complete the **Poor Practice Referral Form** (see Appendix x). This form should be returned to the **Commonwealth Games Wales Lead Welfare Officer**

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be present when dealing with issues linked to abuse. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. Your primary role is to pass information about the allegation, observation or disclosure on.

Your only loyalty is to the individual who may be being abused.

Commonwealth Games Wales expects its members, volunteers and staff to discuss any concerns they may have about the welfare of an adult at risk immediately with the person in charge, or the **Commonwealth Games Wales Lead Welfare Officer**, and subsequently to check that appropriate action has been taken. The process for reporting concern of abuse for an adult at risk is different to that for children. All concerns should be passed immediately on to the Adult Care Services team within your LA, or to the **Commonwealth Games Wales Lead Welfare Officer**, who will pass those concerns on your behalf.

Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Adult protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case **Commonwealth Games Wales** will be involved.

If you have ANY doubt - report it

If you receive a disclosure – report it

It may be just one of a series of other incidences know to those involved with child protection

Allegations of abuse are sometimes made some time after the event. Where such an allegation is made, you should follow the same procedures as for an adult protection concern happening now.

For further information on a local level about the protection of adults at risk please follow the link to the Forum which caters for your Local Authority, as identified below:

Forum	Local Authorities	Contact
North Wales Forum	Ynys Mon, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham	www.ssiacymru.org.uk/home.php?page_id=1141
Dyfed Powys Forum	Carmarthen, Ceredigion, Pembroke and Powys	www.ssiacymru.org.uk/home.php?page_id=1140
South Wales Forum	Bridgend, Cardiff, Swansea, Vale of Glamorgan, Rhondda Cynon Taff, Merthyr and Neath and Port Talbot	www.ssiacymru.org.uk/home.php?page_id=1139
South East Wales/Gwent wide Adult Safeguarding Board	Caerphilly, Blaenau Gwent, Monmouth, Newport and Torfaen	www.ssiacymru.org.uk/home.php?page_id=1137

For general information regarding Adult Protection Procedures see www.ssiacymru.org.uk/home.php?page_id=8297

4.5 Whistle Blowing/Provision of Information relating to ‘colleagues’

Commonwealth Games Wales have a procedure which enables staff and volunteers to share, in confidence with a designated person, concerns they may have about a colleague’s behaviour.

This may be behaviour linked to the abuse of adults at risk or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff adults and young people are ‘silenced’. **Commonwealth Games Wales** is fully supportive of Whistle Blowing/Provision of information relating to ‘colleagues’ for the sake of an individual’s safety, and will provide support and protect the identity of the individual/s who ‘whistle blow’.

Whilst it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated person. All staff and volunteers will be encouraged to talk to the **Commonwealth Games Wales Lead Welfare Officer** if they become aware of anything that makes them feel uncomfortable.

4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

It is vital that any concerns regarding adults at risk are passed on to agencies who can effectively intervene and assist. Therefore, even if the concerns/allegations relate to a situation outside of the immediate sporting environment, report your concerns to the **Commonwealth Games Wales Lead Welfare Officer**. If the **Commonwealth Games Wales Lead Welfare Officer** is not available, the person being told or observing the potential abuse should contact their local social services department or the police immediately. The **Commonwealth Games Wales Lead Welfare Officer** will keep a record of the process of reporting information, including details of names, roles and what was said.

4.7 Concerns about e-safety

If you have concerns about the safety of an adult at risk because of their use of social media or information technology, or you believe that a **Commonwealth Games Wales** member is using social media or information technology inappropriately then *report concerns to* The **Commonwealth Games Wales Lead Welfare Officer**

4.8 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The **Commonwealth Games Wales Lead Welfare Officer** The person making the allegation
- Adult Care Services and/or Social Services
- The Police (if involved)
- The alleged abuser (and parents if appropriate)

Seek Adult or Social Services advice on who should approach the alleged abuser.

All information is stored in a secure place, a locked filing cabinet or a password protected electronic area, with access limited to designated people, in line with data protection laws.

4.9 Internal Inquiries and Suspension (see Appendix x)

(insert Club/NGB process for dealing with internal inquiries and suspensions)

4.10 Working with the Aftermath

After a concern or allegation about an adult protection issue has been investigated, there is likely to be strong feelings amongst staff, parents individuals in the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held – if suspension or dismissal has occurred

4.11 Monitoring incidences and complaints

Once an incident has been reported, or a complaint has been received, the treatment of these will be monitored, recorded and evaluated in order to ensure that all incidents/complaints are dealt with, that best practice takes place.

4.12 List of Appendices relevant to Section 4

Appendix	Title	Description
<i>Insert reference</i>	Responding to concerns or allegations of abuse towards an adult at risk	
<i>Insert reference</i>	Responding to concerns about a Commonwealth Games Wales staff member or volunteer towards an adult at risk	
<i>Insert reference</i>	Adult Protection Referral Form	Template form which outlines the key elements of information which should be provided or captured by an individual receiving a referral
<i>Insert reference</i>	Poor Practice Referral Form	

Section 5:

Safe Recruitment Processes

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with adults at risk. The Government policy is clear, through legislation and statutory guidance that safeguarding for adults at risk is more likely to be achieved if there is empowerment, protection and prevention. Non-statutory agencies have a role to play in ensuring the aforementioned elements are included into safeguarding processes, to which safe recruitment practices are essential. Whilst sport is not currently included within regulated activity, **Commonwealth Games Wales** consider it to be an environment which could potentially expose adults at risk to a greater degree of vulnerability, unless safeguards are acknowledged and incorporated. **Commonwealth Games Wales** have identified roles which it identifies as being eligible for a DBS check.

5.2. Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed best practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child/young person or adults at risk
- Work safely and effectively with children/young people or adults at risk

Commonwealth Games Wales requires:

- **All** staff and volunteers who occupy roles within regulated activity to apply for an enhanced DBS check
- All employees, volunteers, coaches, and welfare officers to undertake relevant training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards best practice and the welfare and safeguarding of child/young person and adults at risk
- All staff and volunteers to receive advisory information outlining best/poor practice and informing them what to do if they have concerns about the behaviour of an adult towards a child/young person or adult at risk
- All coaches, trainee coaches and leaders should have an up-to-date first aid qualification, and would be strongly encouraged to attend welfare and safeguarding training

5.3. Responsibility

It is the responsibility of all those involved with the recruitment processes to ensure that best practice is observed throughout the advertising, appointment and induction of all new 'staff' to **Commonwealth Games Wales**; and to ensure that they are appropriately prepared and skilled in areas of recruitment practices and equal opportunities.

5.4. List of Appendices relevant to Section 5

Appendix	Title	Description
	Role Description – Commonwealth Games Wales Welfare Officer	
	Role Description – Commonwealth Games Wales Chef De Mission	
	Role Description – Commonwealth Games Wales General Team Manager	

Section 6:

Important Contacts

Commonwealth Games Wales,
Lower Glyntaff,
University of South Wales,
Glyntaff,
Pontypridd
CF37 4BD
T/F 01443 483009
M/S 077 385 16734
Email- cjenkins@teamwales.cymru

Disclosure and Barring Services

www.gov.uk/government/organisations/disclosure-and-barring-service

Helpline: 0870 90 90 811 (English)

Minicom: 0870 90 90 344

customerservices@dbs.gsi.gov.uk

PO Box 110
Liverpool. L69 3JD

Police Authorities of Wales Contact Details

www.police.uk/forces/

If you have an immediate concern about safety or welfare of a (disabled) child or young person, and you need to call the police, telephone the **emergency number 999**

Social Services Improvement Agency

www.ssiacymru.org.uk/home.php?page_id=2592

Telephone Number: 029 2046 8685

enquiries@ssiacymru.org.uk

Local Government House,
Drake Walk,
Cardiff. CF10 4LG