

Commonwealth Games Council for  
Wales

Cyngor Gemau'r Gymanwlad Cymru



# Child Welfare Policy & Procedures

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## FOREWORD - Terminology and definitions

**Carer:** A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness or disability or age, is not able to care for him or herself.

**Children:** A child is anyone who has not yet reached their 18th birthday. The term 'children' therefore means 'children and young people' throughout.

**Child protection:** The particular activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

**Disabled:** The Disability Discrimination Act (1995) defines a person as having a disability 'if he has a physical or mental impairment which has substantial and long-term adverse effect on his ability to carry out normal day to day activities'.

**Local Safeguarding Children Boards (LSCB):** Local Safeguarding Children Boards (LSCB) are strategic bodies with responsibilities under the Children Act 2004 to help ensure effective safeguarding of children across key agencies involved with children.

**In loco parentis:** In loco parentis (from Latin meaning 'in place of a parent') refers to a person who has been given explicit permission to assume parental responsibility for a child by his or her parents or legal guardian.

**Regulated activity:** For the purposes of identifying roles or individuals qualifying for DBS checks, regulated activity is defined as:-

(a) Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being or driving a vehicle only for children.

(b) Working for a limited range of establishments (known as 'specified places'), with opportunity for contact, e.g. schools, children's homes, childcare premises (but not work by supervised volunteers).

*Work in (a) and (b) above still has to be carried out on a regular basis. The current definitions have not changed:*

*Frequently - at least once a week*

*Intensively - 4 days in a 30 day period*

*Overnight - between the hours of 2am and 6am.*

(c) Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional, even if done once.

(d) Registered child-minding and foster carers.

**Parent:** The parent refers to the person who holds parental responsibility or the person given the responsibility for the day-to-day care of the child on behalf of the parent or an official body.

**Safeguarding:** Safeguarding refers to a range of proactive measures taken to keep children safe and promote their wellbeing, including child protection.

**Social Services:** Throughout the procedures the generic term social services is used to represent the relevant local authority social services functions with regard to children.

# SECTION 1

## CHILD PROTECTION

### 1.1 Introduction

The Commonwealth Games Council for Wales is the organisation responsible for planning and delivering Team Wales to the Commonwealth Games and Commonwealth Youth Games.

The work of CGCW involves the organisation and administration of Team Wales including logistics such as accreditation, accommodation, clothing, freight, finance, travel, transport, telecommunications and personnel.

Established in 1933, CGCW has delivered Welsh teams to 18 Commonwealth Games.

Recently CGCW has gone through a period of change. A new board of directors has been appointed to deliver a modern and efficient structure for CGCW and to develop an athlete-centred approach to ensure that Team Wales has the best chance of success at the Games. During this period of change, professional staff have been appointed to deliver the team to the Commonwealth Games and Commonwealth Youth Games and support has been provided by the Welsh Government and Sport Wales to assist CGCW in its aims.

CGCW ensures that its programmes are fully inclusive, offering individuals the opportunity to achieve a full and active role within their field of performance.

CGCW is responsible for both able-bodied and disabled performers in its care, therefore it is important to note that children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

Everyone who represents Wales at the Commonwealth Games and Commonwealth Youth Games has the right to protection and is entitled to do so in an enjoyable and safe environment. The CGCW has a moral and legal obligation to ensure that, when given responsibility for children, adults, coaches and volunteers they are provided with the highest possible standard of care.

## 1.2 Background

Organisations that provide services for children (defined in the Children Act 1989 as anyone under the age of 18 years) have a duty to safeguard and promote their welfare. The concept of safeguarding and promoting the welfare of children is defined within Safeguarding Children: Working Together under the Children Act 2004, (Welsh Assembly Government, 2006) as:

- Protecting children from abuse and neglect;
- Preventing impairment of their health or development; and
- Ensuring that they receive safe and effective care  
...so as to enable them to have optimum life.

[Working Together under the Children Act 2004](#) sets out how all agencies and professionals should work in partnership to safeguard and promote children's welfare and protect them from harm. The guidance acknowledges that although providers of leisure services and sports opportunities designed for children have varying degrees of contact with children, they should all have in place procedures should detail referral and other responses to information that may arise concerning child protection concerns, and the requirements for staff training for those working with children. Working practices and procedures should be adopted that minimise situations where abuse of children may occur, such as unobserved contact. It is also good practice to draw up codes of practice for coaches, parents and children's participation in activities, and disseminate these codes of practice as widely as possible.

Working Together under the Children Act 2004 provides the working basis for the [All Wales Child Protection Procedures 2008](#). The procedures provide common standards to guide child protection practice in Wales.

The procedures identify that anyone working or volunteering with children should:

- Understand their role and responsibilities to safeguard and promote the welfare of children;
- Be familiar with and follow their organisation's procedures and protocols for safeguarding and promoting the welfare of children and know who to contact in their organisation to express concerns about a child's welfare;
- Be alert to indicators of abuse and neglect;
- Have access to and comply with the All Wales Child Protection Procedures 2008;
- Understand the principles and practice contained in Safeguarding Children: Working Together under the Children Act 2004;
- Have received child protection training to a level commensurate with their role and responsibilities;
- Know when and how to refer any concerns about child abuse and neglect to social services or the police.

### 1.3 Policy Statement – Child Protection

This is a mandatory policy for all those responsible for working with children within CGCW events and programmes. You should have access to a copy of the policy at all times; the policy is also available via the CGCW websites at:-

<http://teamwales.cymru>

<https://cgawal.amo-sport.com/admin/Login.aspx?ID=5>

CGCW is committed to the following:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in sport in a fun and safe environment
- taking all reasonable steps to protect children 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
- all CGCW employees and volunteers who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- working in partnership with parents & children is essential for the protection of children
- CGCW has comprehensive travel insurance protecting its participants, coaches and staff. CGCW expects all affiliated governing bodies to have an acceptable 'live' insurance policy in force at all times.

### 1.4 Legal and Procedural Framework

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

- The Children Act 1989 (update: **Adoption and Children's Act 2002**)
- 'Caring for the young and vulnerable' Home Office guidance for preventing the abuse of trust (1999)
- The UN Convention on the Rights of the Child
- Human Rights Act (1998)
- The Data Protection Act (1998)
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Children: working together under the Children Act 2004
- All Wales Child Protection Procedures 2008
- The Protection of Freedoms Act 2012

### 1.5 Policy Objectives

CGCW is committed to fulfilling its safeguarding responsibilities. This policy will outline responsibilities to safeguard children from harm and abuse. It will set out procedures to protect children and a process for reporting any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of CGCW and to allow staff and volunteers to make informed and confident responses to specific child protection and vulnerable adult issues.

## **1.6 Equality**

CGCW recognises the importance of ensuring that there are procedures in place that ensure *all* children are protected from abuse and poor practice. CGCW acknowledges that some people, including young people, or children from an ethnic minority community can be more vulnerable to abuse. Care will be taken to ensure additional safeguards are in place to take account of individual needs, and recognise that there may be additional challenges that need to be addressed to help all children raise concerns.

## **1.7 Review and monitoring**

**CGCW will review its Child Welfare Policies in line with the Disability Sport Wales, NSPCC and Sport Wales guidance prior to every Games or whenever there are amendments to relevant legislation or to best practice.**

# SECTION 2

## PROMOTING GOOD PRACTICE

### 2.1 Introduction

To provide children with the best possible experience and opportunities whilst representing Team Wales everyone must operate within an accepted ethical framework such as the CGCW Team Members Agreement.

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of employees, volunteers or participants under the jurisdiction of the CGCW 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 child or vulnerable adult, as explained in Section 4.

This section will help to identify what is meant by good practice and poor practice.

### 2.2 Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of representing Team Wales fun and enjoyable: promote fairness, confront and deal with bullying
- treat all children equally and with respect and dignity
- always put the welfare of the individual first, before winning
- maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the individual. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the individual's consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents / carers to take responsibility for their own child / participant. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs

- request written parental consent if organisation officials / volunteers are required to transport children in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- CGCW will ensure that all guidance from the CGF or relevant Games Organising Committee is followed in relation to Child & Vulnerable Adult welfare
- ensure that at away events adults should not enter a child's room or invite a child to their rooms, other than in a medical situation
- be an excellent role model, this includes not smoking or drinking alcohol in the company of children
- always give enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for the CGCW to act in loco parentis giving permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

### **2.3 Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with children away from others
- taking children alone in a car on journeys, however short
- taking children to your home where they will be alone with you
- Sharing a room with a child. The exception to this practise would arise where a child shares a room with a designated adult for approved medical care /

support purposes. It is possible that this may mean that a designated adult carer may on occasion work with a child of the opposite sex to provide the above medical care / support – see appendix on travelling squads.

- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in fun
- reducing a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the child can do for themselves

Where cases arise where it is impractical / impossible to avoid certain situation e.g. transporting a child in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved plus appropriate checks (**See Appendices 1a, 1b & 2a, 2b**).

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

## **2.4 Physical Contact in Sport**

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children 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
- Guide or support a child with a recognised need in pursuit of their sport

Adults working with children **MUST** be trained in manual handling techniques appropriate to need. Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be fully explained to the child and with the exception of an emergency permission should be sought
- Not take place in secret or out of sight of others
- Not include the transfer of children unless trained in manual handling

Records of injuries should be fully recorded.

## **2.5 NSPCC Guidance on Safe Sport Events**

Within sport, as within other activities, sexual relationships can and do occur between young people. Sexual activity between young people at events under the jurisdiction of CGCW is prohibited. Inappropriate or criminal sexual behaviour on the part of a young person may result in disciplinary action, as well as an investigation by statutory agencies under local procedures for children and young people who sexually harm others.

Sexual relationships between adults and children under the age of 16 years are illegal. Sexual relationships between adults and young people over the age 16 but not yet adults raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of trust or authority has significant power and influence over a young person's sports career.

Sexual activity between adults and young people over the age of 16 but not yet adults is prohibited where the adult is in a position of trust (N.B. for some adults in a position of trust, such as teachers, it may be unlawful).

Inappropriate or illegal behaviour will be reported immediately to police and children's social care/social services for investigation and may lead to suspension.

## **2.6 Use of Photographic/Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children. CGCW will be vigilant and any concerns should be reported to the CGCW Welfare Lead Officer or your Governing Body Welfare Lead Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid, and parental consent should be sought before any filming or photography is done. No video or photographic materials will be reproduced without the parents / guardians written consent **(See Appendix 4 & 5)**.

## **2.7 Social media/ Text Messaging**

Please refer to the Social Media Guidelines of The CGCW Team Members Agreement

# SECTION 3

## DEFINING CHILD ABUSE

### 3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

There are five main types of abuse: **physical abuse, sexual abuse, emotional abuse, neglect and bullying**. The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

### 3.2 Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating and drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse OR managing children's food intake under the guise of sports performance or classification.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child they are looking after. This is called Munchausen's syndrome by proxy.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

- **Emotional Abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or

withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. **(See Appendix 3)**

- **Neglect** occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child safe, or exposing them to undue cold/heat or unnecessary risk of injury.

- **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

### 3.3 Indicators of Abuse

Even for those experienced in working with child abuse, 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 a child 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
- an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child
- unexplained changes in a child'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 adult's, 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

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions

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 proof that abuse is taking place.

It is **NOT** the responsibility of those working in CGCW to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

# SECTION 4

## RESPONDING TO CONCERNS & ALLEGATIONS

### 4.1 Introduction

It is not the responsibility of anyone working in CGCW in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspensions of abuse occurring within CGCW and to allegations/suspensions that abuse is taking place elsewhere. **(See Appendix 6 & 7)**

This section explains how to respond to allegations/suspensions.

### 4.2 Responding to concerns/allegations

Employees and volunteers may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

Responding to a disclosure from a child

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, 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. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the CGCW Lead welfare officer

**In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour help line Tel No: 0808 8005000**

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Childline: 0800 1111

### 4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern (use **Appendix 8a: Incident Report Form**). In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record detail

#### Recording Poor Practice

If you have witnessed or been informed of an incident which is considered to be poor practice, then complete **Appendix 8b: Poor Practice Referral Form**. This form should be returned to the CGCW Lead Officer (as identified on the form).

### 4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The CGCW expects its members, volunteers and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge, who should pass this information to the CGCW Lead officer, or directly with the CGCW Lead officer and subsequently to check that appropriate action has been taken.

If the nominated CGCW Lead officer is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local

directory. **In all cases if you are not sure what to do you can gain help from NSPCC 24 hour help line Tel No: 0808 8005000**  
**Email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
**Website:** [www.nspcc.org.uk](http://www.nspcc.org.uk)  
**Childline: 0800 1111**

An Incident Report Form (**Appendix 8a**) and / or a Poor Practice Referral Form (**Appendix 8b**) may be used to record written information relating to a concern or allegation.

Complaints against employees

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
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case CGCW will be involved (**see Appendix 11**)

As mentioned previously in this document the CGCW are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Children's services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the CGCW lead Officer? (see **Appendix 9**) who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Refer the matter to social services department
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department
- the Director of the organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings

- the CGCW lead welfare officer should also notify the relevant sport governing body
- if the lead welfare officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

#### Allegations made after the event

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services or the police. This is because other children in the sport or outside it may be at risk from the alleged abuser. **Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.**

For information about who to contact within the Local Authority **See** <http://www.ssiacymru.org.uk/index.cfm?articleid=298> and **Appendix 10.**

#### **4.5 Whistle Blowing / Provision of Information relating to 'colleagues'**

It is important that the organisation has well known procedures for enabling 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 child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

CGCW is fully supportive of Whistle Blowing / Provision of information relating to 'colleagues' for the sake of the child, 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 designated club 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)**

- Report your concerns to the CGCW Lead welfare officer (**See Appendix 6**).
- If the CGCW Lead Welfare Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the CGCW Lead welfare officer will decide how to inform the parents/carers

- The CGCW lead welfare officer should also report the incident to the CGCW Board of Directors to ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality on a need to know basis

#### **4.7 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 National Governing Body Welfare Officer
- The CGCW Lead Officer
- The Chef de Mission
- The parents of the child
- The person making the allegation
- Children's Services/police
- The alleged abuser (and parents if the alleged abuser is a child)

**Seek Children's Services advice on who should approach the alleged abuser.**

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

#### **4.8 Internal Inquiries and Suspension (see appendix 11)**

- The CGCW Lead Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
- Irrespective of the findings of the social services or police inquiries the CGCW Board of Directors will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such case the CGCW Board of Directors must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

#### **4.9 Working with the Aftermath**

After a suspicion or allegation about a child protection concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among 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

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

#### *Supporting the Team:*

Staff at Team Wales understands the impact a suspicion or allegation about a junior/vulnerable athlete protection concern may have on the Team. Team Wales staff will support the team during the aftermath by:

- Allocate an individual within Team Wales who will act as a point of contact
- Staff will make every effort to work with the Team to ensure that the regular activities of the Team experience as little disruption as possible
- Should it be required, staff will support the Team in providing as much information on the allegation or suspicion as is appropriate and relevant, this may include information session for team managers, coaches athletes and other members
- Staff would support the Team with any enquiries from external organisations / agencies in relation to the (alleged) 'incident'
- Staff will give consideration to any request for information from an external organisation/person in relation to the (alleged) 'incident'

#### *Managing the Media:*

Any media enquiries either related directly or indirectly to an incident involving a child will automatically be referred to the Chef De Mission who will, in conjunction with the Commonwealth Games Council for Wales Board of Directors, determine whether a response should be made and if so, what information should be released.

# SECTION 5

## RECRUITING & SELECTING

### 5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time.

To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

- Follow the guidance and advice given in the CGCW Recruitment Policy (available via the CGCW website)
- In addition:-  
All officials acting in a capacity on behalf of CGCW should have a valid Enhanced with Barring List DBS check dated no later than three years prior to the closing ceremony of the Games they are due to attend (see Appendix 12).

The NGB of the official needs to confirm the existence of such a DBS check and also that they are considered suitable for their designated role. It is the responsibility of the NGB to risk assess where necessary the suitability of officials. (Appendix 12).

# SECTION 6

## USEFUL CONTACTS

### **COMMONWEALTH GAMES COUNCIL FOR WALES**

Commonwealth Games Wales,  
Lower Glyntaff,  
University of South Wales,  
Glyntaff,  
Pontypridd  
CF37 4BD

**email: [goldcoast@teamwales.cymru](mailto:goldcoast@teamwales.cymru)**

### **Childline UK**

Post 1111  
London N1 0BR  
Tel - 0800 1111

### **Disclosure Barring Service**

DBS PO Box 181 Darlington DL1 9FA  
01325 953795

[www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

### **NSPCC Child Protection Helpline**

National Helpline 0808 800 5000

Asian Helpline 0800 096 7719  
Deaf User's Textphone 0800 056 0686

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[email: help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **NSPCC Child Protection in Sport Unit (Wales)**

Diane Englehardt House  
Treglown Court  
Dowlais Road  
Cardiff  
CF24 5LQ

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Police and Social Services**

Regional Police Numbers: Consult your telephone directory for the most relevant local numbers

Need to insert police contacts for GOLD COAST here.

### **SPORT WALES**

Sport Wales National Centre

Sophia Gardens  
Cardiff  
CF11 9SW - 0845 045 09 04

## APPENDIX 1a

# Guidelines for Transporting Children and Young People

It is important to ensure that all steps are taken to ensure the safe transport of children, and young people.

If children and young people are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance
- Ensure sufficient escorts are on each coach
- All participants have a seat and seat belt regulations are adhered to
- Parents/carers are issued with detailed information of pick up and drop off points and times
- All escorts are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there

If private cars are used for transport, you should ensure parental consent has been obtained. Private transport should only be used as a final option or if there is no other alternative means of transportation; and any drivers should ensure that they have business cover insurance on their vehicles.

APPENDIX 1b

# Parental Consent Form for the Transporting of Children and Young People

Name of Child / Children to be transported:

**First Child's name**.....

**Second child's name**.....

**Third child's name**.....

**I (name of parent / legal guardian)** .....

give permission for my child to be transported on **(date)**.....

from ..... to.....

I understand that my child / children will be transported by **(Name of coach company / private car owned by)** .....

under supervision from parent/escort **(name)** .....

My child/children **will not be left unescorted** at the drop off point unless a named parent / carer is there to collect.

Named person to collect child / children .....

**Dated** .....

**Home Phone number** ..... **emergency number** .....

**Signed** ..... **(Parent / legal guardian)**

# Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the event, staff and volunteers are acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required. Within disability sport the minimum ratio recommended by Disability Sport Wales depends on the nature of the sport and the impairment of the child.

### **Unsupervised time**

There are often situations where athletes may not be directly supervised, such as returning to hotels or bases after events, shopping trips or during social visits. Unsupervised situations may arise at competitions or training camps with older athletes, or may be part of your planned programme.

As a general rule, you should not allow youngsters (under 11s) unsupervised free time. You should always inform parents if there will be times when youngsters will be unsupervised.

If using remote supervision, the group leader must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised.

Time limits should be clear to everyone and not too long. Youngsters should not be on their own, but in groups of at least three.

They should know:

- where and how to contact a member of staff
- where they are staying, including the telephone number.

They should have:

- some money
- some form of identification
- maps, plans and any other information for them to act effectively and safely
- an understanding of any areas that are out of bounds
- at least one mobile phone between members of each group.

### **MISSING CHILDREN**

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a

maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, the event coordinator should have access to all appropriate information about the children/young people participation, and a current photograph attached to their parental consent form. This could therefore be used in the event of then having to report a participant missing to the police.

## APPENDIX 2b

# Self-Declaration and Disclosure Form

Private and Confidential

For roles / events involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Name:			
Address and Postcode:			
Telephone/Mobile No:			
Date of Birth:		Gender:	Male / Female

<i>For completion by the individual (named above):</i>	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with the event named above and I understand that my involvement in the event may be withdrawn or altered if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## APPENDIX 3

# Anti-Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. Bullying can be face to face but also increasingly online. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling), emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature

Emotional and verbal bullying is more likely however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti bullying policy to which all its members, coaches, players, staff and volunteers and parents subscribe to and accept.

Every club should be prepared to:

- Take the problem seriously
- Investigate any incidents
- Talk to bullies and victims separately

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform parents of the bully(ies)
- Insist on the return of items 'borrowed' or stolen
- Insist bullies compensate the victim
- Hold club discussions on bullying
- Provide support for the coach of the victim

## APPENDIX 4

# Photographic/ Recorded Images

While CGCW recognises that publicity and pictures/recordings of young people enjoying sport are essential to promote sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images via the “CGF Entry Form” and have signed and returned said form.
- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
- Coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents, children and young people should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

**APPENDIX 5**

# Parent/Guardian, Junior / Vulnerable Athlete Permission Form for the use of Photographs and Recorded Images

I \_\_\_\_\_ (insert parent/carer/adult full name)  
consent to the photographing/videoing and publication of,  
\_\_\_\_\_ (name of junior/vulnerable athlete) under the Team Wales junior/vulnerable athlete Protection and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

I also confirm \_\_\_\_\_ (name of young person) is not under a court order.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ (name of participant)  
consent the photographing/videoing and publication of images of my involvement in Team Wales under the Team Wales junior / vulnerable athlete Protection and Best Practice Guidelines.

Signature of Young Person: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: (insert details)

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APPENDIX 6

# Responding to Concerns about individuals outside of CGCW

Are you concerned about the behaviour of a parent / carer / another?

Yes

- **Stay calm** and **reassure** the child
- **Keep questions to a minimum** - only ask questions to clarify
- **Record** all information
- **Don't** make promises of confidentiality or outcome

Is the child in need of immediate medical attention?

Yes

Call an ambulance immediately and inform the doctor that there is a child protection concern.

No

Record what the child has said. Include times, dates and send/give a copy of the incident report form to the designated person / social services (see Appendix 8a)

Report the concerns to the CGCW Lead Welfare Officer. They will then contact social services or the police as soon as possible. If the CGCW Lead Welfare Officer is not available, refer your concerns to social services or the police immediately.

Social services will decide how to involve the parents / carers

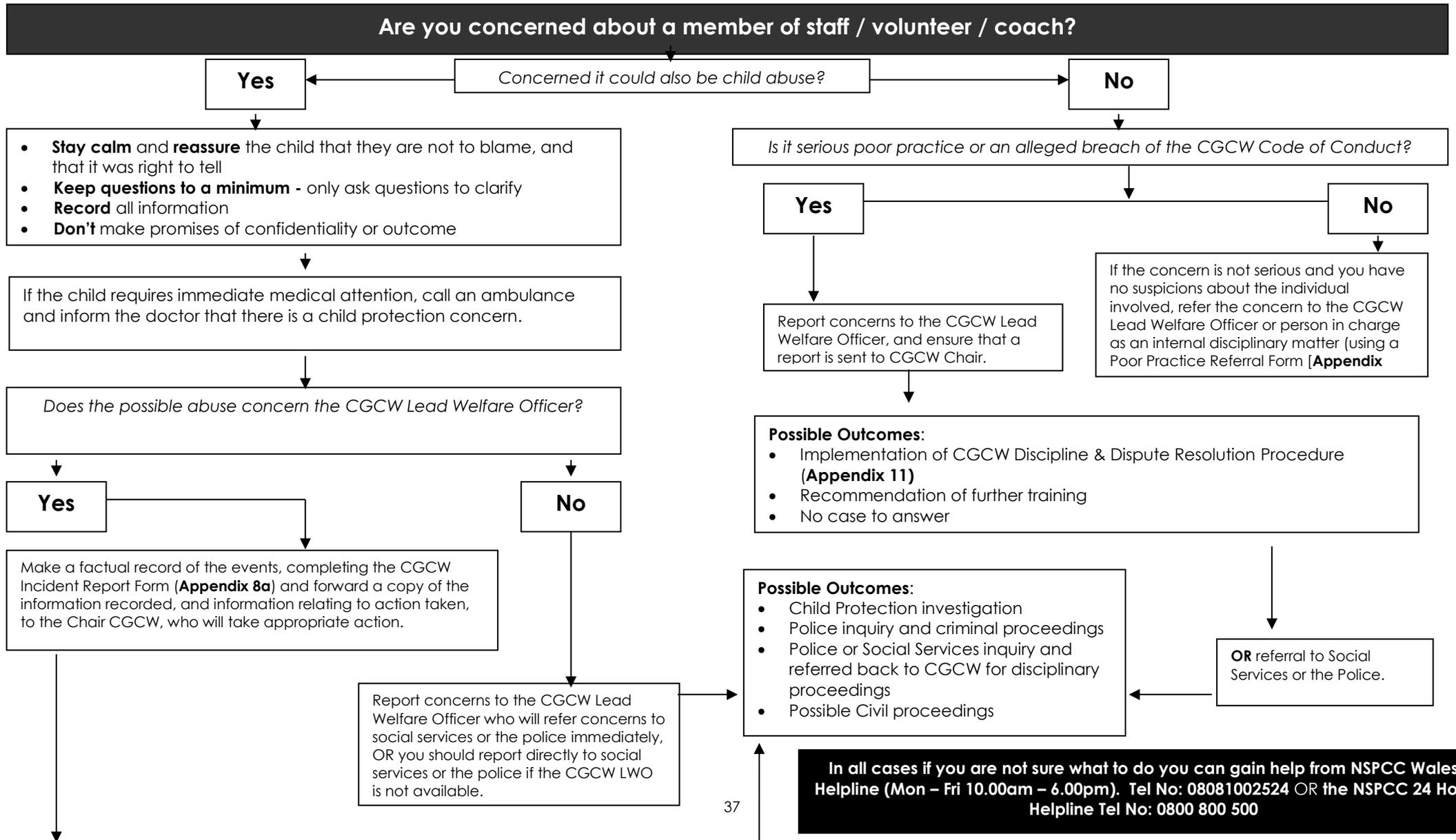
Make a factual record of the events, completing the CGCW Incident Report Form (**Appendix 8a**) and forward a copy of the information recorded, and information relating to action taken, to the CGCW Lead Welfare Officer.

Maintain confidentiality on a **need to know** basis and follow up with the person in charge

**In all cases if you are not sure what to do you can gain help from NSPCC Wales Helpline (Mon – Fri 10.00am – 6.00pm). Tel No: 08081002524/ 0844 892 0290**  
**OR**  
**the NSPCC 24 Hour Helpline Tel No: 0800800500**

APPENDIX 7

# Responding to Concerns about a Member of Staff or Volunteer



**APPENDIX 8a**

# Incident Report Form

This incident Report Form should be passed on to CGCW Lead Welfare Officer. This should be done in conjunction with your NGB Welfare Officer (if applicable and appropriate – see **Appendices 8 & 9**). Return this form on completion immediately to:

Jon Morgan  
**CGCW Lead Welfare Officer**  
**c/o Commonwealth Games Wales,**  
**Lower Glyntaff,**  
**University of South Wales,**  
**Glyntaff,**  
**Pontypridd**  
**CF37 4BD**

Name of child \_\_\_\_\_ Age/DOB \_\_\_\_\_

Parent/Carer's name \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

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Brief description of the concerns: include date, time, location, detail of specific incidents, etc

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**Continue overleaf**

Any physical signs? Behavioural Signs?

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Have you spoken to the child / or vulnerable adult? If so what was said?

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Have you spoken to the parent(s)? If so, what was said?

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Has anyone been alleged to be the abuser? If so give details, including the relationship with the child.

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Have you consulted with anyone else? Give details.

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Name of individual reported to, and date of reporting? Give contact information for future reference

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**Continue overleaf**

Name of person who the case was referred to (i.e. within social services / the police): \_\_\_\_\_

Time and date of referral: \_\_\_\_\_

Your name/position \_\_\_\_\_

Your Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 8b**

# Poor Practice Referral Form

This form is to be completed and given to the CGCW Lead Welfare officer.

If the CGCW LWO is not available, nor the individual responsible for the poor practice, pass this form on to the Chair for CGCW.

Jon Morgan  
**CGCW Lead Welfare Officer**  
**c/o Commonwealth Games Wales,**  
**Lower Glyntaff,**  
**University of South Wales,**  
**Glyntaff,**  
**Pontypridd**  
**CF37 4BD**

Please complete the form as fully as possible.

Your Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Club Name: \_\_\_\_\_

Role within the sport: \_\_\_\_\_

Description of incident identified as poor practice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

Are you reporting concerns which you have seen, or concerns based on a third parties account of the event?

My observations

Third Parties observations, and their account of that to me

Name of third party: \_\_\_\_\_

Name of coach / volunteer exhibiting poor practice: \_\_\_\_\_

Date on which poor practice took place: \_\_\_\_\_

**Continue overleaf**

Have you consulted with anyone else about the poor practice?

Yes

No

If 'Yes', please give details (name of 'consultant'; description of advice given (if any); reason for consulting that person; etc):

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Your Signature: \_\_\_\_\_

Signature of CWO / LO: \_\_\_\_\_ Date of receipt:

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## APPENDIX 9

# Lead Welfare Officer

CGCW has a designated person to be responsible for dealing with any concerns about the protection of children and vulnerable adult.

CGCW's Child and vulnerable adult Welfare Policies includes the name of this person, their role/responsibilities and how they can be contacted. The person designated ensures that they are knowledgeable about child protection and that they undertake any training considered necessary to keep themselves updated on new developments.

### **Role:**

- Establish contact with senior member of social services staff responsible for child protection in the organisations catchment area
- Provide information and advice on child and vulnerable adult protection within the organisation
- Ensure that the organisation's child and vulnerable adult protection policy and procedures are followed and particularly to inform social services of relevant concerns about individual children and adults
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing
- Liaise with social services and other agencies as appropriate
- Keep relevant people within the organisation, particularly the head or leader of the organisation, informed about any action taken and any further action required
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome
- Advise the organisation of child and vulnerable adult protection training needs

### **CGCW LEAD WELFARE OFFICER**

**Jon Morgan**  
**CGCW Lead Welfare Officer**  
**c/o Commonwealth Games Wales,**  
**Lower Glyntaff,**  
**University of South Wales,**  
**Glyntaff,**  
**Pontypridd**  
**CF37 4BD**

## APPENDIX 10

# Contact details for Children's Services Departments, by Local Authority

NB: Please note that these contact details were correct at the point of publications. If you have problems contacting the appropriate people within your local authority then consult your Phone book under Local Authority Services, or use this webpage:

<http://www.ssiacymru.org.uk/index.cfm?articleid=298>

and after clicking on the appropriate LA follow the link to their Children's Services section on the LA webpage.

WALES		
Local Authority	Contact details	
Blaneau Gwent	Social Services 7 Bridge Street Ebbw Vale NP23 6EY  <b>Tel: (01495) 355794</b>  <a href="http://www.blaenau-gwent.gov.uk/1312.asp">http://www.blaenau-gwent.gov.uk/1312.asp</a>	
Bridgend	Social Services Children and Families Division Sunnyside Bridgend <b>Tel: 01656 642320</b>  <a href="http://www.bridgend.gov.uk/Web1/groups/public/documents/services/000914.hcsp#TopOfPage">http://www.bridgend.gov.uk/Web1/groups/public/documents/services/000914.hcsp#TopOfPage</a>	Police Child Protection Unit Coychurch Police Station Bridgend <b>Tel: 01656 651 660</b>

Caerphilly	<p>Emergency Duty Team - 0800 3284432 (5pm - 8.30am)  Social Service Freephone - 0808 1001727  Child Protection - 01443 878137</p> <p><a href="http://www.caerphilly.gov.uk/acpc/contactdetails.htm">http://www.caerphilly.gov.uk/acpc/contactdetails.htm</a></p>
Cardiff	
Camarthenshire	
Ceredigion	<p>Department: Social Services  Telephone: 01545 574000  Email: <a href="mailto:contact-socservs@ceredigion.gov.uk">contact-socservs@ceredigion.gov.uk</a></p> <p><a href="http://www.ceredigion.gov.uk/index.cfm?articleid=28&amp;detailid=728&amp;startat=A">http://www.ceredigion.gov.uk/index.cfm?articleid=28&amp;detailid=728&amp;startat=A</a></p>
Conwy	<p>The Duty and Assessment Team,  Civic Centre Annexe,  Colwyn Bay,  LL29 8AR.</p> <p>Office hours: 01492 575111  Out of office hours: 01492 515777</p> <p><a href="http://www.conwy.gov.uk/section.asp?cat=1657&amp;Language=1">http://www.conwy.gov.uk/section.asp?cat=1657&amp;Language=1</a></p>
Denbighshire	<p>First Contact Team  64 Brighton Road  Rhyl  Denbighshire, LL18 3HN</p> <p><b>Phone:</b> 01824 712800  <b>Fax:</b> 01824 712888</p> <p><a href="http://www.denbighshire.gov.uk/en-gb/DNAP-75NHTS">http://www.denbighshire.gov.uk/en-gb/DNAP-75NHTS</a></p>

Flintshire	<p>The Duty Social Worker, Duty and Assessment Team, Children's Services, County Offices, Connah's Quay, Deeside, Flintshire CH5 4HB</p> <p>Telephone: <b>01352 701000</b> If you wish to contact <b>outside of office hours</b>, please telephone the <b>Duty Social Worker on: 01352 753403</b></p> <p><a href="http://www.flintshire.gov.uk/WebCont/NewRealWeb.nsf/0/463CA82012BCD9FC802570A7004E4AB3?OpenDocument">http://www.flintshire.gov.uk/WebCont/NewRealWeb.nsf/0/463CA82012BCD9FC802570A7004E4AB3?OpenDocument</a></p>
Gwynedd	<p><b>Arfon Area Office:</b> Penrallt, Caernarfon, Gwynedd Tel: (01286) 682646</p> <p><b>Dwyfor Area Office:</b> Canolfan Frondeg, Pwllheli, Gwynedd Tel: (01758) 613131</p> <p><b>Meirionnydd Area Office:</b> Y Lawnt, Dolgellau, Gwynedd Tel: (01341) 424463</p> <p><b>At other times</b> after 5:00 pm, all night, weekends and Bank Holidays you should contact the <b>Out of Hours Team:</b> (01286) 675555</p> <p><a href="http://www.gwynedd.gov.uk/gwy_doc.asp?cat=2771&amp;doc=2625&amp;Language=1">http://www.gwynedd.gov.uk/gwy_doc.asp?cat=2771&amp;doc=2625&amp;Language=1</a></p>
Merthyr	<p>Merthyr Tydfil CBC, Integrated Childrens Services, Taf Fechan Building, Castle Street, Merthyr Tydfil, CF47 8BG</p> <p>For emergencies outside normal office hours, please telephone (01443) 849944</p> <p><a href="http://www.merthyr.gov.uk/Home/Social+Care+and+Welfare">http://www.merthyr.gov.uk/Home/Social+Care+and+Welfare</a></p>

Monmouthshire	<p>Social Services emergency out of hours service 0800 328 4432</p> <p><a href="http://www.monmouthshire.gov.uk/Monmouth/English/Health_and_Social_Care/Socialservicesinanemergency.htm">http://www.monmouthshire.gov.uk/Monmouth/English/Health_and_Social_Care/Socialservicesinanemergency.htm</a></p>
Neath Port Talbot	<p>01639 763333</p> <p><a href="http://www.npt.gov.uk/atoz/atoz_entry.cfm?title_id=54">http://www.npt.gov.uk/atoz/atoz_entry.cfm?title_id=54</a></p>
Newport	<p><b>Duty &amp; Assessment Team</b> Telephone: (01633) 656656 Monday – Thursday: 8.30am – 5.00pm Friday: 8.30am – 4.30pm</p> <p><b>Emergency Contact Team</b> Telephone: 0800 328 4432 Outside these hours</p> <p><a href="http://www.newport.gov.uk/dc/index.cfm?fuseaction=childfamily.childprotection">http://www.newport.gov.uk/dc/index.cfm?fuseaction=childfamily.childprotection</a></p>
Pembrokeshire	<p><b>Child Protection Services</b> Pembrokeshire County Council County Hall, Haverfordwest Pembrokeshire SA61 1TP</p> <p>Tel: 01437 776322</p> <p><a href="http://www.pembrokeshire.gov.uk/content.asp?nav=&amp;id=5628&amp;Positioning_Article_ID=&amp;Language=&amp;parent_directory_id=516&amp;d1=0">http://www.pembrokeshire.gov.uk/content.asp?nav=&amp;id=5628&amp;Positioning_Article_ID=&amp;Language=&amp;parent_directory_id=516&amp;d1=0</a></p>
Powys	<p><b>Child Protection Contact Details</b> Newtown: 01686 617520 Brecon: 01874 614030 Out of Hours: 0845 7573818</p> <p><a href="http://www.powys.gov.uk/index.php?id=1179&amp;L=0">http://www.powys.gov.uk/index.php?id=1179&amp;L=0</a></p>

Rhondda Cynon Taf	<p><b>The Duty Social Work Teams at:</b></p> <p><b>Rhondda:</b> 01443 431513  <b>Cynon:</b> 01685 888800  <b>Taff Ely:</b> 01443 486731  <b>Open:</b> 8.30am – 5.00pm (Monday to Thursday)  8.30am – 4.30pm (Friday)  <a href="mailto:socialservices@rhondda-cynon-taff.gov.uk">socialservices@rhondda-cynon-taff.gov.uk</a></p> <p><b>Emergency Duty Team:</b> 01443 849944 (5.00pm – 8.30am Monday to Thursday, 4.30pm – 8.30am Friday to Monday)  <b>Police Child Protection Unit:</b> 01443 743743</p> <p><a href="http://www.rhondda-cynon-taf.gov.uk/stellent/groups/Public/documents/hcst/content.hcst?lang=en&amp;textonly=false&amp;xNodeID=266&amp;dDocName=007157">http://www.rhondda-cynon-taf.gov.uk/stellent/groups/Public/documents/hcst/content.hcst?lang=en&amp;textonly=false&amp;xNodeID=266&amp;dDocName=007157</a></p>
Swansea	<p>Children's Central Advice, Referral and Assessment Team  Tel: 01792 635700  Email: <a href="mailto:access.information@swansea.gov.uk">access.information@swansea.gov.uk</a></p> <p>Emergency Duty Team (outside normal office hours)  Tel: 01792 775501  Email: <a href="mailto:edt@swansea.gov.uk">edt@swansea.gov.uk</a></p> <p><a href="http://www.swansea.gov.uk/socialcare">http://www.swansea.gov.uk/socialcare</a></p>
Torfaen	<p><b>Childrens Services</b>  Tel: 01495 762200  Email: <a href="mailto:Social_Services">Social Services</a></p> <p>At all other time, including nights, weekends and Bank Holidays contact the <b>Emergency Duty team on 0800 3284432</b> or the Police.</p> <p><a href="http://www.torfaen.gov.uk/HealthAndSocialCare/ChildProtection/Home.aspx">http://www.torfaen.gov.uk/HealthAndSocialCare/ChildProtection/Home.aspx</a></p>
Vale of Glamorgan	<p><b>The First Contact team:</b>  <b>Tel:</b> 01446 725202  <b>Fax:</b> 01446 725205</p>

Office opening times: 8.30am - 5.00pm Monday to Thursday, 8.30am - 4.30pm Friday  
Personal callers are welcome during office hours at Haydock House, Holton Road, Barry.

You can contact the Emergency duty team (evenings, weekends and Bank Holidays only)

**Tel:** 029 2044 8360

[http://www.valeofglamorgan.gov.uk/living/social\\_care/care/child\\_protection.aspx](http://www.valeofglamorgan.gov.uk/living/social_care/care/child_protection.aspx)

Wrexham	<p><b>Safeguarding and Support</b>  Ty Henblas  Queen's Square  Wrexham  Tel: 01978 297000  Email: <a href="mailto:socialservices@wrexham.gov.uk">socialservices@wrexham.gov.uk</a></p> <p><a href="http://www.wrexham.gov.uk/english/council/social_services/lscb/index.htm">http://www.wrexham.gov.uk/english/council/social_services/lscb/index.htm</a></p>
Ynys Mon	<p><a href="mailto:duty@anglesey.gov.uk">duty@anglesey.gov.uk</a></p> <p>By Phone:  tel: (01248) 752752  fax: (01248) 750107  Text Phone  tel: (01248) 750602</p> <p>By post:  Housing and Social Services Department,  Anglesey County Council,  Council Offices,  Llangefni, Anglesey LL77 7TW</p> <p><a href="http://www.ynysmon.gov.uk/doc.asp?doc=1583&amp;cat=1199">http://www.ynysmon.gov.uk/doc.asp?doc=1583&amp;cat=1199</a></p>

## APPENDIX 11

# CGCW Child Protection Discipline and Dispute Resolution Procedures

These procedures are adopted by the CGCW Board. For the avoidance of doubt, where any conflict arises with existing rules or procedures relating to child protection discipline, the procedures set out below will take precedence.

## 1 DEFINITIONS

- 1.1 All reference to CGCW should be taken where necessary to be the Executive Director to exercise their power to receive and act upon disciplinary matters.
- 1.2 'Designated Officer'- The Designated Officer shall be anyone in CGCW who has been appointed as such by the board.
- 1.3 'Case Management Panel' – A Panel appointed by the designated officer to make immediate decisions on the response to reported cases related to the welfare and protection of children in CGCW
- 1.4 'Interim Suspension'- This shall be when the Case Management Panel or Designated Officer have taken the decision to suspend pending a full investigation.
- 1.5 'Suspension'- This shall be taken to be a suspension that is issued as a result of a decision by the Case Management Panel or Disciplinary Panel and shall be deemed to be permanent or for a period of time as specified.
- 1.6 'Appeals Panel'- this shall be alternative members from the CGCW Board (not having had any previous involvement or knowledge of the case) or the Sports Dispute Resolution Panel (SDRP). In each case the Appeals Panel shall consist of three members.
- 1.7 'The Appellant' –This is the individual who within 28 days from the date of decision by the Case Management Panel has submitted a Notice of Appeal.
- 1.8 'Individual ',' player' or 'organisation'- This shall be deemed to include the following members, officials, referees, associations, clubs, committees, organisations or persons directly or indirectly affiliated to CGCW and their members and officers or employees of CGCW.

## 2 PRINCIPLES

### General

- 2.1 All child protection and DBS matters must be regarded as highly confidential and not for disclosure outside the Case Management Panel unless agreed, on a strictly need to know basis.

### Case Management Panel

- 2.2 It is essential that the Case Management Panel is empowered by CGCW to make decisions on the approach to cases without the influence of prejudice by others from within the organisation.

- 2.3 The CGCW Designated Officer should lead the Panel. The Panel should include people who have relevant knowledge and expertise to enable the Panel to fulfil its purpose. The Panel will have at least two members that are external to the organisation and have current child protection knowledge and experience. All members of the Case Management Panel should receive suitable training in order to perform the role.
- 2.4 The Panel will meet as and when necessary, dependent on cases. For cases requiring immediate action the Designated Officer will consult at least two members of the Panel, of which one must be external from CGCW
- 2.5 The Panel will be made up of between 3 and 8 people.

### **3 JURISDICTION**

- 3.1 CGCW has disciplinary jurisdiction over all individuals whilst representing Team Wales:
- 3.2 CGCW may exercise its disciplinary functions in the manner set out in the Child Protection Discipline and Dispute Resolution Procedures. CGCW shall delegate its power to receive and act upon disciplinary matters to a Designated Officer in the organisation or if appropriate, to a legal representative or independent expert.
- 3.3 The Designated Officer has the power to impose an interim suspension which must be brought before the Case Management Panel, within 14 days to be ratified.
- 3.4 CGCW shall have jurisdiction to consider a matter if a complaint is made as well as any matter which comes to its attention whether through media publicity or otherwise which it considers may constitute misconduct or a breach of any appropriate Codes of Conduct or Ethics.
- 3.5 CGCW has jurisdiction over the persons and organisations set out in 3.1, organisations may have their own disciplinary jurisdiction over member's, organisations, players and persons. Where jurisdiction exists; those organisations should exercise that jurisdiction, subject to 3.6 below.
- 3.6 In cases where both CGCW and organisations set out in 3.1 have jurisdiction to investigate and prosecute alleged charges, CGCW may assume overall jurisdiction that the matter should be heard by the CGCW Case Management Panel. Alternatively any organisation to CGCW which considers that a matter is of sufficient seriousness that it should be dealt with by CGCW. In the event of a dispute as to whether a case should be heard by CGCW or by the relevant organisation, the decision of the Designated Officer shall be final.

## **4 INTERIM SUSPENSION**

- 4.1 If the Designated Officer considers that an allegation or complaint or matter which has been drawn to his/her attention is of sufficient seriousness to warrant the exclusion of an individual, player, organisation or committee member from involvement in CGCW an interim suspension can be made.
- 4.2 Notification shall be made in writing of an interim suspension to the individual concerned and to any club or county with which the individual is associated as soon as reasonably practicable.
- 4.3 Within 14 days of the individual's interim suspension the case shall be brought before the Case Management Panel, to be ratified.
- 4.4 When an individual is under interim suspension CGCW shall bring and conclude any proceedings under the rules of the organisation against the individual relating to the matters as soon as reasonably practicable. Any breach of the suspension shall constitute an offence under the rules of CGCW
- 4.5 All interim suspensions will be reviewed by the Case Management Panel at regular intervals but not less than every six weeks.
- 4.6 If at any time the circumstances or facts surrounding a case change, then the Case Management Panel may consider whether such interim suspension should continue.

## **5 INVESTIGATION**

- 5.1 Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour that is improper and brings CGCW into disrepute, shall amount to a charge.
- 5.2 Upon receipt by CGCW of:
  - a. notification that an individual has been charged with a criminal offence; or
  - b. notification that an individual is the subject of an investigation by the Police, Social Services or any other public or other investigator authority relating to an offence; or
  - c. any other information which causes the organisation reasonably to believe that an individual poses or may pose risk of harm to a child or children
  - d. where a written complaint is made, or a matter otherwise comes to the attention of CGCWthen, the Designated Officer shall also consider whether such complaint or other matter falls within the scope of CGCW's jurisdiction.
- 5.3 CGCW shall make all enquiries necessary to establish the details of the offence, alleged offence or investigation with the following:
  - a. the individual concerned, either by way of interview or correspondence
  - b. the Police;
  - c. Social Services;
  - d. any other authority involved in the protection and welfare of children;
  - e. any other person or party as deemed appropriate by CGCW

- 5.4 CGCW shall consider the following as to whether an interim suspension should be made. The organisation shall give consideration, inter alia, to the following factors:
- a. whether a child is or children are or may be at risk of harm;
  - b. whether the matters are of a serious nature;
  - c. whether a suspension is necessary or desirable to allow the conduct of any investigation by CGCW or any other authority or body to proceed unimpeded having regard to the need for any action to be proportionate.
- 5.5 In carrying out its function CGCW shall have the power to require:
- a. The attendance, upon reasonable notice, of any individual to answer and provide information: and
  - b. The production, upon reasonable notice, of documents, information or other material in whatever form held.
- 5.6 The Designated Officer shall have the power to order that the individual be interim suspended from all or any CGCW activity for such period and on such terms and conditions as he/she thinks fit. Within 14 days of the individual's interim suspension the case shall be brought before the Case Management Panel, to be ratified.
- 5.7 Where CGCW requests an individual to comply with a reasonable request or requirement as part of the investigation carried out under this section or generally, any failure to do so will amount to a charge of non compliance.
- 5.8 At the completion of an investigation, the Case Management Panel shall decide the appropriate course of action as follows:
- a. If an individual, player or organisation admits the charge either in correspondence or in interview and the Designated Officer is satisfied that the charge has been admitted and is a 'Summary Offence' then the Summary Procedure shall be invoked.
  - b. If the individual, player or organisation who is the subject of the charge does not consent to the Summary Procedure or if the Designated Officer or the Case Management Panel considers that a case is not appropriate for the Summary Procedure, then the Disciplinary Procedure shall be invoked.
  - c. Where the investigation establishes to the satisfaction of the Case Management Panel that there is no case to answer, the allegation or complaint shall be dismissed.

## **6 SUMMARY PROCEDURES**

- 6.1 If an individual, player or organisation admits the charge either in correspondence or in interview and the Case Management Panel is satisfied that the charge has been admitted and is a 'Summary Offence' then the Summary Procedure shall be invoked.
- 6.2 A Summary Offence is one where the Case Management Panel believes that, if the facts placed before them are true, the appropriate sanction should be no more than:
- a. a warning
  - b. a suspension for a period not exceeding 28 days

- 6.3 A matter will remain a Summary Offence unless the following applies:
- a. the individual, player or organisation does not admit the offence and consent to a Summary Procedure; or
  - b. the nature of the offence is such that the Case Management Panel does not consider that it can properly be dealt with through the Summary Procedure;
- 6.4 When an admission in interview or correspondence has been made and the Case Management Panel considers it appropriate to invoke the Summary Procedure, the Designated Officer shall write to the individual, member or organisation concerned informing them that it is his/her view that the offence should be dealt with under the Summary Procedure, the letter shall be sent recorded delivery. In such correspondence, the Designated Officer shall seek that individual's consent to the matter being dealt with under this procedure.
- 6.5 In the Designated Officer's letter to the individual, player or organisation whose conduct is subject of the complaint and investigation, the individual, player or organisation shall be formally charged.
- 6.6 On receipt of the charge the individual, member or organisation shall be required to submit any additional evidence or mitigation to the Designated Officer in respect of the case being dealt with as Summary Procedure.
- 6.7 The Case Management Panel shall consider all evidence submitted by the individual, player or organisation charged and shall then impose the appropriate sanction.
- 6.8 The Designated Officer shall then communicate the imposed sanction to the individual, player or organisation.
- 6.9 There shall be no right of appeal from the imposition of a sanction imposed under the Summary Procedure.

## **7 DISCIPLINARY PROCEDURE**

- 7.1 If the individual, player or organisation who is the subject of the charge does not consent to the Summary Procedure or if the Case Management Panel considers that a case is not appropriate for the Summary Procedure, then the Disciplinary Procedure shall be invoked.
- 7.2 The Designated Officer shall commence the procedure by sending recorded delivery to the individual, member or organisation the charge. Setting out a summary of the charge, together with a factual summary of the supporting evidence.
- 7.3 The individual, player or organisation against whom the charge has been made shall have 14 days from the date of certified posting to answer the charge. Failure to do so without reasonable excuse shall render the individual, player or organisation concerned liable to suspension from all CGCW activities until a reply has been received.
- 7.4 Once the reply to the charge has been received, the Designated Officer shall liaise with the Chairman of the Case Management Panel to schedule a date for the hearing. At least 25 working days' notice shall be given of the date, place and time of any hearing.
- 7.5 At least 14 working days before the hearing the Designated Officer will request details of any witnesses and/or evidence that the individual subject to the charge wishes to bring before the Case Management Panel. If such evidence is not furnished to the Designated Officer in not less than ten working days before the hearing he/she may

request that the hearing be adjourned upon such terms (including costs) as the Disciplinary Panel shall determine.

- 7.6 All proceedings of the Disciplinary Panel shall take place in private. The public and press shall have no right of access. The Disciplinary Panel shall not issue any press statement or conduct any press conferences. All press/media announcements in relation to any decision of the Disciplinary Panel shall be approved by CGCW Press Officer.
- 7.7 Any individual, member or organisation appearing before the Disciplinary Panel or Appeals Panel shall have the right to be represented by legal representative of his/her choice and at his/her own expense or by a person who may speak on his/her behalf.
- 7.8 When an individual against whom a charge is made is under the age of 14 years when the alleged matter occurred, correspondence will be addressed to his/her parent or guardian.
- 7.9 When an individual is between the age of 14 and 18 years of age all correspondence will be copied to the parent or guardian as well as to the individual.
- 7.10 If a charge against an individual under 18 years of age results in a hearing, the parents or guardian shall be entitled to be present and make such representations as he/she thinks fit on the young person's behalf. Where possible, bringing a young individual (under 18 years) before a Disciplinary Panel should be avoided. Where this is necessary, specialist child protection advice should always be sought.
- 7.11 At the hearing the Designated Officer, legal representative or independent expert shall present the evidence to the Disciplinary Panel. The applicable standard of proof shall be the civil standard, of the balance of probability.
- 7.12 The individual subject to the charge shall have the right to cross-examine witnesses called by CGCW to prove the charge. Where the allegation would amount to a sexual offence for the purpose of the English criminal law then there will be no requirement for CGCW to produce the complainant to give evidence unless this can be done in such a way as to minimise the distress caused to him/her and they consent. Even where a complainant is called an individual may only question the complainant where he or she is represented by a suitably qualified solicitor or barrister. Where he/she is not so represented, then the Panel will, at their discretion, ask any questions required of the individual charged providing they deem the question relevant to the issues in the case.
- 7.13 Where a complainant has made an allegation that would amount to a sexual offence and it is not considered that the complainant can give evidence in such a way as to minimise the distress caused to him/her or he/she will not agree to give evidence, his/her statement will be read to the Disciplinary Panel and will constitute their evidence. The Disciplinary Panel will have regard to the fact that the complainant has not given evidence in person and that the individual charged has not had the opportunity to cross examine when they retire to consider the evidence and reach their findings of fact.
- 7.14 Once the individual subject to the charge who is denying the offence has completed his/her case, the Designated Officer, legal representative or independent expert shall make concluding remarks in support of the charge. The individual subject to the charge shall then have the right to make brief concluding remarks or to have such remarks made on his/her behalf. The Panel shall then retire to consider its verdict.
- 7.15 The Disciplinary Panel shall consider its decision in private. It shall first consider whether or not the charge is proved. If it is so proved, then the Disciplinary Panel shall return to hear the recommendation from the CGCW Designated Officer, legal representative

or independent expert. The Panel at this stage are not required to provide a written report on its finding the case proven. A written report is only required once the sanctions have been imposed, in accordance with 7.19.

- 7.16 The individual subject to the charge having been found proved against may make or have his/her legal representative make on their behalf, any mitigation to the Disciplinary Panel. Once the Disciplinary Panel have heard the mitigation they shall then retire to consider sanctions.
- 7.17 Where the individual appearing before the Panel has admitted the offence (but the matter is not deemed suitable for a Summary Procedure), the CGCW Designated Officer, Legal representative or independent expert will outline the case and then the individual subject to the charge or his/her legal representative on their behalf shall make any mitigation to the Disciplinary Panel. Once the mitigation has been given the CGCW Designated Officer, Legal Representative or Independent Expert shall then have the opportunity to present to the Disciplinary Panel its recommendations for dealing with the case.
- 7.18 In reaching its decision, there is no requirement that the Disciplinary Panel be unanimous. It is sufficient if a majority of the Disciplinary Panel favour a particular conclusion. No minority opinion or dissenting judgement shall be produced and no indication shall be given by the Disciplinary Panel to any party that its decision was other than unanimous.
- 7.19 The Disciplinary Panel having decided on sanctions shall communicate that decision either at the time of the hearing or within seven days thereafter. In all cases the Disciplinary Panel shall produce a short written decision setting out the reasons for reaching its conclusions. This shall be conveyed to all parties as soon as possible and in all events within seven days of the date of the hearing.
- 7.20 The Disciplinary Panel shall have the power to regulate its own procedure. Without prejudice to the generality of this power it shall have the power:
- a. to adjourn the proceedings, whether prior to a scheduled hearing date or during the hearing to allow time for the submission of further evidence or for any other reason;
  - b. to ask questions directly of any party or witness to any proceedings before the Panel;
  - c. to admit or exclude evidence on the grounds of relevance or failure to comply with directions;
- 7.21 Without prejudice to the right of the Disciplinary Panel or Appeals Panel to regulate its own procedure, where at any time in the course of any disciplinary proceedings being carried out under CGCW there has been a breach of procedure or failure to follow any direction given, this shall not invalidate the proceedings unless such breaches have been such as to seriously and immediately prejudice the position of the individual against who a charge is made.
- 7.22 In the course of any proceedings before the Disciplinary Panel, the Panel shall not be obliged to follow the strict rules of evidence and may admit evidence as it sees fit and accord such evidence such weight as it thinks appropriate in all the circumstances. Where the individual subject matter before the Disciplinary Panel has been the subject of previous finding of guilt in criminal proceedings or any other judicial or quasi-judicial finding that constitute a finding of guilt, the result of such proceedings and the facts and matters upon which such result is based shall be presumed to be correct and the facts presumed to be true. This will also be deemed to be the case where the individual

is placed on any statutory list barring, or restricting, the working with children or young persons.

## **8 Sanctions**

- 8.1 The decision on the imposition of any sanctions is the Panel's
- 8.2 If the Disciplinary Panel or Appeals Panel finds a charge to have been proved it may impose upon the individual, player or organisation concerned one of, or a combination of, the following sanctions:
  - a. A written warning
  - b. Restriction from competition or from taking part in any capacity in any event sanctioned directly or indirectly by CGCW with any persons under the age of 18 years.
  - c. Suspension for a specific period of time from competitions or from taking part in any capacity in any event sanctioned directly or indirectly by CGCW
  - d. Permanent exclusion from competition or from taking part in any capacity in any event sanctioned directly or indirectly by CGCW
  - e. Expulsion, suspension or exclusion from standing for, or holding, any office with CGCW either for a temporary period or permanently.
  - f. Any additional training as specified by the Panel
  - g. A risk assessment
  - h. Where the appropriate criteria are met, referral of the case to any statutory list barring, or restricting, the working with children or young persons.
- 8.3 Where the Disciplinary Panel imposes any period of suspension, that period of suspension shall run from the date of the decision, notwithstanding that any notice of Appeal is submitted. In imposing or reviewing a suspension the Disciplinary Panel shall take into account the amount of interim suspension and/or suspension served by the individual, member, or organisation in deciding the appropriate period of such further suspension to be imposed.

## **9 Appeals Procedure**

- 9.1 An individual, player or organisation found guilty of a charge may submit a Notice of Appeal to the Appeals Panel against the decision of the Disciplinary Panel on the following grounds:
- a. that the Disciplinary Panel in its conduct or conclusion misdirected itself ;or
  - b. that the Disciplinary Panel reached a perverse conclusion that is conclusion that no reasonable Panel having heard the evidence given could have reached in the circumstances; or
  - c. that a procedural error was fundamental to the decision reached by the Disciplinary Panel.
- 9.2 The organisation, CGCW has a full right of appeal in the same terms as the individual.
- 9.3 The individual who has submitted a Notice of Appeal shall be known as 'The Appellant,' and shall have 28 days from the date of decision by the Disciplinary Panel to submit the Notice of Appeal.
- 9.4 Having received the Notice of Appeal, the Chairman of the Appeals Panel shall consider whether there is any need to co-opt any other persons onto the Appeals Panel. He/she will then select and notify the Appeal Panel members that an appeal has been received. No Appeals Panel member may sit on the Panel where he/she has any prior involvement with the case or matter or has any material financial or other relevant interest in the outcome of the proceedings. A date shall then be set for the hearing.
- 9.5 The Appeals Panel will consider all of the documents and evidence submitted to the hearing and may request the recall of any witnesses heard before them. The Appeals Panel shall have power to admit new evidence, also adjourn the proceedings for the purpose of taking any new evidence.
- 9.6 In light of the evidence received the Appeals Panel will reach its decision which can be to uphold the initial decision, cancel or make alterations to it, impose a greater sentence or make any variations as it considers appropriate.
- 9.7 The decision by the Appeals Panel is final and shall be deemed to be the decision of CGCW

## **10 Appeals Panel**

- 10.1 The Appeals Panel shall be composed under the auspices of either:
- a. the CGCW Disciplinary Panel; or
  - b. Sport Dispute Resolution Panel (SDRP)
- 10.2 The function of the Appeals Panel is to hear and decide upon appeals submitted to it.

- 10.3 Each Appeals Panel shall consist of three members. The composition of each Panel shall be determined by the Appeals Chairman. The Chairman may, where he/she thinks it appropriate sit on the Panel.
- 10.4 In an appropriate case the Chairman, may appoint an external independent legal or other expert to advise, but not sit upon a Panel in an individual case. Such independent adviser shall advise the Appeals Panel but shall not count as part of the Appeals Panel and not be entitled to exercise any decision- making functions with the Appeals Panel.
- 10.5 No Appeals Panel member may sit on the Panel where he/she has any prior involvement with the case or matter or has any material financial or other relevant interest in the outcome of the proceedings.
- 10.6 At least one member of the Appeals Panel should be external to the CGCW and ideally have some child protection experience.

# Commonwealth Youth Games – Samoa 2015



## DBS / CRB CHECKS FOR RELEVANT OFFICIALS

The Commonwealth Games Council for Wales (CGCW) requires that all chaperones and relevant officials should be in receipt of a **valid Enhanced or Enhanced with Barring DBS check (dependent on their role)**.

It is the responsibility of each NGB to ensure your officials have such a valid check in place. CGCW policy requires the certificate to have been granted within 3 years of the closing ceremony of the event (i.e. the earliest date that the DBS check could have been performed is 3 September 2012).

Please complete the table below for all your Chaperones & Officials on your list for Samoa:

Name	Role	Certificate Number	Date of Check

I certify that the members of staff as listed above have undergone Enhanced Disclosure Barring Service checks and that they are considered suitable for their designated role. It is the responsibility of the NGB to risk assess where necessary the suitability of officials.

Name:

Date:

Sport:

Role:

Signature:

Please return this form to

Chris Jenkins  
Commonwealth Games Wales,  
Lower Glyntaff,  
University of South Wales,

Glyntaff,  
Pontypridd  
CF37 4BD  
[cjenkins@teamwales.cymru](mailto:cjenkins@teamwales.cymru)