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| Commonwealth Games Wales Adults at Risk Welfare and Safeguarding Policy |
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| **Contact Details for CGW Lead Welfare Officer** |
| **By post:** Commonwealth Games Wales7 Forest GroveTreforest CampusUSWPontypriddCF37 1UB |  |

**Name:** Jon Morgan

**By phone:**

07918716343

**By email:**

Jon.morgan@teamwales.cymru



**Section 1:**

Commonwealth Games Wales Adults at Risk Welfare and Safeguarding Policy

* 1. **Key principles underpinning the Commonwealth Games Wales Adults at Risk Welfare and Safeguarding Policy**

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

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

All adults are entitled to live their life free from harm and abuse; this is a fundamental human right. In some cases adults will be able to protect themselves from harm, but in others some adults may be a greater risk of experiencing harm and/or abuse as a consequence of their circumstance or situation which may enhance the level of risk of harm. The term ‘adult at risk’ replaces the previously used term ‘vulnerable adult’ because it takes the emphasis off the characteristics of the individual concerned. Commonwealth Games Wales are committed to ensuring that it is proactive and supportive in ensuring that circumstances, situations or environments which exist around those people who are defined as, or considered to be adults at risk, are safe.

* + 1. **Definition: Adult at Risk**

*An ‘Adult at Risk’ is someone who is over 18 years old, and:*

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

*An adult at risk may be a person who:*

* *has a physical, intellectual or sensory impairment*
* *is frail due to ill health*
* *has mental health needs including dementia or a personality disorder*
* *misuses alcohol or other substances*
* *is unable to demonstrate the capacity to make a relevant decision and is in need of care and support*
	+ 1. **Definition: Regulated Activity**

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

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

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

* + 1. **Definition: Capacity**

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

* Understand information given to them to make a particular decision[[1]](#footnote-1)
* Retain that information long enough to make the decision
* Use or weigh up the information to make the decision
* Communicate their decision[[2]](#footnote-2)

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

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

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

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

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

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

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

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

[www.teamwales.cymru](http://www.teamwales.cymru)

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

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

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## **Policy Aims**

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

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

## **Legal and Procedural Framework surrounding Child Welfare and Safeguarding**

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

* The Human Rights Act 1998
* Public Interest Disclosure Act 1998
* Speaking Up for Justice report 1998
* Youth Justice and Criminal Evidence Act 1999
* No Secrets 2000
* In Safe Hands 2000
* Care Standards Act 2000
* Sexual Offences Act 2003
* Domestic Violence Crime and Victims Act 2004
* Mental Capacity Act 2005
* Safeguarding Vulnerable Groups Act 2006
* Equality Act 2010
* Care and Support Bill 2012
* Law Commission Report on Adult Social Care 2011
* Caring for our Future: Reforming Care and Support 2012
* Domestic Violence, Crime and Victims (Amendment) Act 2012
* Protection of Freedoms Act 2012
* Care Act 2014
* Social Services and Well Being Act 2014
* The Data Protection Act 2018
* General Data Protection Regulations 2018
* Wales Safeguarding Procedures 2019

## **List of Appendices relevant to Section 1**

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| --- | --- | --- |
| **Appendix** | **Title** | **Description** |
| *1* | Policy Statement | Commonwealth Games Wales Policy Statement |

**Section 2:**

Commonwealth Games Wales Guidance to Good Practice

## **Introduction**

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

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

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

## **Ensuring Good Practice**

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

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

* All coaches, volunteers and other staff working for, or on behalf of, Commonwealth Games Wales (whether paid or unpaid) should adhere, and will be asked to sign up to the relevant Commonwealth Games Wales Code of Conduct.
* Commonwealth Games Wales will have an up-to-date Welfare and Safeguarding Policy, and a commitment to amending it on a regular and frequent basis
* Safe and rigorous recruitment processes are to be followed so as to ensure that personnel are appointed who pose no risk to children, young people or adults at risk (see Section 5)
* All coaches and other volunteers who are involved with Regulated Activity, or occupy roles which Commonwealth Games Wales identify as eligible, with adults at risk are required to undertake a Disclosure and Barring Service (DBS) check through Commonwealth Games Wales. This information should be made available to Commonwealth Games Wales on a 3-yearly basis, or if an individual’s role changes. In such instances it may be that an Enhanced Check is requested (see Section 3)
* An open and transparent process is in place to enable the reporting of concerns, provide an avenue to voice concerns, enable whistle-blowing, and ensure clear information is given in the right format to all participants, parents and carers at all times
* Risk management processes must be adhered to when planning, delivering and reviewing sessions, activities and events (see Section 4)
* Disciplinary, Complaints and Appeals procedures must be clearly articulated to all individuals involved with Commonwealth Games Wales, whether as a volunteer or paid member of ‘staff’, or as an athlete (see Section 4).

## **2.3 Poor Practice**

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

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

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

## **2.4 Physical Contact with Adults at Risk in Sport**

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

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

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

all of the above forms of contact should

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

Contact should **NEVER**

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

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

**Section 3:**

Understanding Adults at Risk Welfare and Safeguarding Issues

## **Defining Abuse**

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

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

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

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

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

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

 Research suggests[[3]](#footnote-3) that adults at risk who experience financial abuse are highly likely to also experience other types of abuse (i.e. physical, sexual or emotional)

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

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

## **Types of Abuse**

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

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

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

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

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

*3.2.1 Physical Abuse*:

This includes:

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

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

*3.2.2 Sexual Abuse*

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

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

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

*3.2.3 Emotional Abuse:*

This involves:

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

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

*3.2.4 Neglect and Acts of Omission*

This involves:

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

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

*3.2.5 Financial or Material Abuse*

This involves:

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

1.
2.

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

*3.2.6 Discriminatory Abuse*

This involves:

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

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

*3.2.7 Institutional Abuse*

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

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

## **Indicators of Abuse**

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

* unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries, or with unusual patterning
* an injury for which an explanation seems inconsistent
* the adult at risk describes what appears to be an abusive act involving them
* another individual expresses concern about the welfare of an adult at risk
* unexplained changes in the adult at risk’s behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
* inappropriate sexual awareness
* engaging in sexually explicit behaviour
* distrust of other individuals, particularly those whom a close relationship would normally be expected
* difficulty in making friends
* being prevented from socialising with others
* displaying variations in eating patterns including over-eating or loss of appetite
* losing weight for no apparent reason
* becoming increasingly dirty or unkempt
* specific equipment supplied to support the adult at risk (wheelchair, callipers, walking frame) is ill-fitting or damaged and remains so
* forced immobility brought about through specific actions of another individual i.e. removing batteries from an electric wheelchair to restrict liberty and movement
* money goes missing or is never available

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

* 1. **List of Appendices relevant to Section 3**

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| **Appendix** | **Title** | **Description** |
| *2* | Commonwealth Games Wales Anti Bullying Policy  | Commonwealth Games Wales Policy to combat and prevent bullying |

**Section 4:**

Reacting to Adults at Risk Welfare and Safeguarding Issues

## **4.1 Introduction**

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

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

## **4.2 Responding to concerns/allegations**

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

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

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

## **4.3 Recording Information**

In Wales the safeguarding and protection of adults at risk is made by directly reporting the suspicion or allegation of abuse to a Statutory Organisation (Social Services, Health or the Police). This is referred to as a ‘referral’ and can be made by a member of the public, concerned staff, and voluntary organisations (as well as others). This referral is made using an **Adult Protection Referral Form**. Please use this form to record all information about the suspicion or allegation of abuse (Appendix 5).

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

If you have witnessed or been informed of an incident which is considered to be poor practice or a breach of the Code of Conduct for that role, then complete the **Poor Practice Referral Form** (see Appendix 6). This form should be returned to the Commonwealth Games Wales Lead Welfare Officer

## **4.4 Reporting the Concern**

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

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

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

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

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

**If you have ANY doubt - report it**

**If you receive a disclosure – report it**

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

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

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

|  |  |  |
| --- | --- | --- |
| **Forum** | **Local Authorities** | **Contact** |
| North Wales Safeguarding Board | Isle of Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham | [www.northwalessafeguardingboard.wales](http://www.northwalessafeguardingboard.wales)  |
| Cysur | Carmarthen, Ceredigion, Pembroke and Powys | [www.cysur.wales](http://www.cysur.wales)  |
| West Glamorgan Safeguarding Board | Swansea and Neath and Port Talbot | [www.wgsb.wales](http://www.wgsb.wales)  |
| Cwm Taf Morgannwg Safeguarding Board | Merthyr Tydfil, Rhondda and Bridgend | [www.cwmtafmorgannwgsafeguardingboard.co.uk](http://www.cwmtafmorgannwgsafeguardingboard.co.uk)  |
| Cardiff and Vale of Glamorgan Regional Safeguarding Board | Cardiff and Vale of Glamorgan | [www.cardiffandvalersb.co.uk](http://www.cardiffandvalersb.co.uk)  |
| Gwent Safeguarding | Newport, Torfaen, Monmouthshire, Caerphilly and Blaenau Gwent  | [www.gwentsafeguarding.org.uk](http://www.gwentsafeguarding.org.uk)  |

For general information regarding Adult Protection Procedures see <https://socialcare.wales>

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

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

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

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

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

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

## **4.7 Concerns about e-safety**

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

## **4.8 Confidentiality**

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

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

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

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

## **4.9 Working with the Aftermath**

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

There are likely to be issues of:

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

**4.10 Monitoring incidences and complaints**

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

**4.11 List of Appendices relevant to Section 4**

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| --- | --- | --- |
| **Appendix** | **Title** | **Description** |
| *3* | Responding to concerns or allegations of abuse towards an adult at risk | CGW process which MUST be followed if there are concerns that some OUTSIDE of CGW has abused or has been alleged to abuse a child or young person attending a CGW event |
| *4* | Responding to concerns about a Commonwealth Games Wales staff member or volunteer towards an adult at risk | CGW process which MUST be followed if thereare concerns that a CGW member of staff orvolunteer has abused or has been alleged toabuse a child or young person |
| *5* | Adult Protection Referral Form | Template form which outlines the key elements of information which should be provided or captured by an individual receiving a referral |
| *6* | Poor Practice Referral Form | Template form which outlines the key elementsof information which needs to be identified ifthere is a suspicion or report of poor practicewithin the coaching environment or session |

**Section 5:**

Safe Recruitment Processes

## **5.1 Introduction**

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

1.

## **Training**

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

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

Commonwealth Games Wales requires:

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

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

* 1. **List of Appendices relevant to Section 5**

|  |  |  |
| --- | --- | --- |
| **Appendix** | **Title** | **Description** |
| 7 | Role Description – Commonwealth Games Wales Welfare Officer | Role description for the CGW Welfare Officer |
| 8 | Role Description – Commonwealth Games Wales Chef De Mission | Role description for the CGW Chef De Mission |
| 9 | Role Description – Commonwealth Games Wales General Team Manager | Role description for the CGW General Team Manager |

**Section 6:**

Important Contacts

Commonwealth Games Wales

7 Forest Grove

Treforest Campus

USW

Pontypridd

CF37 1UB

T/F 01443 483009

M/S 077 385 16734

Email- cjenkins@teamwales.cymru

**Disclosure and Barring Services**

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

**DBS helpline - 03000 200 190**

**Minicom - 03000 200 192**

customerservices@dbs.gov.uk

PO Box 3961

Royal Wootton Bassett

SN4 4HF

**Police Authorities of Wales Contact Details**

[www.police.uk/forces/](http://www.police.uk/forces/)

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

**Social Services Improvement Agency**

https://socialcare.wales

info@socialcare.wales

Social Care Wales

South Gate House

Wood Street

Cardiff

CF10 1EW

**APPENDIX 1**

Policy Statement

Commonwealth Games Wales believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Commonwealth Games Wales is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Commonwealth Games Wales acknowledges that safeguarding is everybody’s responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Commonwealth Games Wales recognises that health, well-being, ability, disability and need for care and support can affect a person’s resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people’s lives.

Commonwealth Games Wales recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Commonwealth Games Wales will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

**APPENDIX 2**

Anti-harassment and bullying policy

1. **About this policy**
	1. We are committed to providing a working environment free from harassment and bullying and ensuring all CGW Personnel are treated, and treat others, with dignity and respect. We recognise that harassment or bullying can occur both in and outside the workplace, such as on business trips or at work-related events or social functions or during a Commonwealth Games. The purpose of this policy is to set out a framework for CGW Personnel to deal with any harassment or bullying that occurs by other CGW Personnel.
	2. This policy may be amended at any time.
2. **Who does this policy apply to?**
	1. This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers, interns and Team Wales Members (Collectively “CGW Personnel”).
3. **Who is responsible for this policy?**
	1. The board of directors (the Board) has overall responsibility for the effective operation of this policy but has delegated responsibility for overseeing its implementation to the CEO.
	2. The CEO shall have day-to-day responsibility for this policy and you should refer any questions about this policy to them in the first instance.
	3. CGW Personnel should disclose any instances of harassment or bullying of which they become aware to the CEO.
4. **What is harassment?**
	1. Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
	2. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
	3. Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
	4. Harassment may include, for example:
		1. unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
		2. continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;
		3. sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet);
		4. unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
		5. racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;
		6. outing or threatening to out someone as gay or lesbian;
		7. offensive e-mails, text messages or social media content; or
		8. mocking, mimicking or belittling a person's disability.
	5. A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.
5. **What is bullying?**
	1. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.
	2. Bullying may include overbearing and intimidating levels of supervision or inappropriate derogatory remarks about someone's performance. However, legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.
6. **If you are being harassed or bullied: informal steps**
	1. If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to the CEO, who can provide confidential advice and assistance in resolving the issue formally or informally. If you feel unable to speak to the CEO because the complaint concerns him or her, then you should speak informally to the HR Department. If this does not resolve the issue, you should follow the formal procedure below.
	2. If you are not certain whether an incident or series of incidents amounts to bullying or harassment, you should initially contact the HR Department informally for confidential advice.
	3. If informal steps are not appropriate, or have been unsuccessful, you should follow the formal procedure set out below.
7. **Raising a formal complaint**
	1. If you wish to make a formal complaint about bullying or harassment, you should submit it in writing to the CEO. If the matter concerns the CEO, you should submit it to the HR Department.
	2. Your written complaint should set out full details of the conduct in question, including the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.
	3. As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.
8. **Formal investigations**
	1. We will investigate complaints in a timely, respectful and confidential manner. Individuals not involved in the complaint or the investigation should not be told about it.
	2. We will arrange a meeting with you, usually within five working days of receiving your complaint, so that you can give your account of events. You have the right to be accompanied by a representative of your choice, who must respect the confidentiality of the investigation.
	3. Where your complaint is about an employee, we may consider suspending them on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require. The investigator will also meet with the alleged harasser or bully who may also be accompanied by a representative of their choice to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond.
	4. We will also seriously consider any request that you make for changes to your own working arrangements during the investigation. For example, you may ask for changes to your duties or working hours to avoid or minimise contact with the alleged harasser or bully.
	5. It may be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.
	6. At the end of the investigation, the investigator will submit a report to the CEO. The CEO will arrange a meeting with you, usually within five working days of receiving the report, in order to discuss the outcome and what action, if any, should be taken. You have the right to bring a representative to the meeting. A copy of the report and the CEO’s findings will be given to you and to the alleged harasser.
9. **Action following the investigation**
	1. If the CEO considers that harassment or bullying has occurred, prompt action will be taken to address it.
	2. Where the harasser or bully is an employee the matter will be dealt with as a case of possible misconduct or gross misconduct under our Disciplinary Procedure. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.
	3. Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the person concerned. It may be appropriate to arrange some form of mediation and/or counselling, or to change the duties, working location or reporting lines of one or both parties.
	4. Any staff member who deliberately provides false information or otherwise acts in bad faith as part of an investigation may be subject to action under our Disciplinary Procedure.
10. **Appeals**
	1. If you are not satisfied with the outcome you may appeal in writing to the Board, stating your full grounds of appeal, within 21 working days of the date on which the decision was sent or given to you.
	2. We will hold an appeal meeting, normally within 21 working days of receiving your written appeal.
	3. We will confirm our final decision in writing, usually within 21 working days of the appeal hearing. This is the end of the procedure and there is no further appeal.
11. **Protection and support for those involved**
	1. CGW Personnel who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under the appropriate Disciplinary Procedure.
12. **Confidentiality and record-keeping**
	1. Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under our Disciplinary Procedure.
	2. Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Privacy Notice.

|  |
| --- |
| **Are you concerned about the behaviour of someone associated with an adult at risk?** |
|  |
|  | **Yes** |  |
|  |
|  | * **stay calm**
* **reassure** them
* **actively listen**
* **keep questions to a minimum.** Only ask questions to clarify
* **inform** the adult at risk that you HAVE to let other people about what they have told you, reassure them that this is to help stop the abuse continuing.
 |  |
|  |
|  | **Yes** |  | Is the adult at risk in need of immediate medical attention? |  | **No** |  |
|  |
| Call an ambulance immediately and inform the Paramedics/doctors that there is an adult protection concern |  |
|  |
|  | **Yes** |  | Is the adult at risk in immediate physical danger? |  | **No** |  |
|  |
| Remove the adult at risk from the danger, and/or call the Police |  |
|  |
|  | * Record information about the incident(s)/alleged abuse using the **Adult Protection Referral Form** (Appendix 5)
* Refer the information on to Social Services, Adult Care/Services Team within your LA (see **Section 6** of the **CGW Adults at Risk Welfare and Safeguarding Policy**), the Police or Health (if the allegation involves someone from Health)
 |  |

|  |
| --- |
| **Are you concerned about the behaviour of a member of staff or volunteer towards an adult at risk?** |
|  |
|  | **Yes** |  | Are you concerned it could be abuse? |  | **No** |  |
|  |
| * **stay calm**
* **reassure** them
* **actively listen**
* **keep questions to a minimum.** Only ask questions to clarify
* **inform** the adult at risk that you HAVE to let other people about what they have told you, reassure them that this is to help stop the abuse continuing.
 |  | Is it a poor practice or alleged breach of a CGW Code of Conduct? |
|  |
| If the adult at risk is in immediate need of medical attention call an ambulance immediately, and inform the paramedics/doctors that there is an adult protection concern |  | **Yes** |  | **No** |
|  |
| If the adult at risk is in immediate physical danger remove them from that danger, and/or call the police |  | * Record information about the incident(s) using the **Adult Protection Referral Form** (Appendix 5)
* Pass concerns on to the CGW Lead Welfare Officer
 |  | * Record information about the incident(s) using the **Poor Practice Referral Form** (Appendix 6)
* Raise concerns with the staff member leading the session
 |
|  |
| * Record information about the incident(s)/alleged abuse using the **Adult Protection Referral Form** (Appendix 5)
* Refer the information on to Social Services, Adult Care/Services Team within your LA (see **Section 6** of the **CGW Adults at Risk Welfare and Safeguarding Policy**), the Police or Health (if the allegation involves someone from Health)

**OR*** Pass information on to the CGW Lead Welfare Officer who will make the referral to Social Services, the Police or Health
 |  | **Possible Outcomes:*** Implementation of the CGW Discipline and Dispute Resolution Procedure
* Recommendation for further training
* No outcome
 |
|  |
| **Possible Outcomes*** Strategy discussion facilitated by the LA
* Adult protection investigation
 | * Police Criminal investigation and prosecution
* Creation of a multi-agency Individual or General Protection Plan
 |  |

**APPENDIX 5**

Adult Protection Referral Form - Confidential

|  |
| --- |
| This Adult Protection Referral Form should be passed on Social Services, the Police or Health, and a copy should be sent to the CGW Lead Welfare Officer. It should be completed and passed on with 24hrs of receiving the disclosure or identifying the potential abuse.**CGW Lead Welfare Officer, Commonwealth Games Wales, 7 Forest Grove, Treforest Campus, USW, Pontypridd, CF37 1UB** |

|  |
| --- |
| 1. **About the Adult at Risk**
 |
| Date alert/concern raised: |  | Date(s) of incident(s) (if known): |  |
| Name of Adult at Risk concerned: |  | 🞏 | Male | 🞏 | Female |
| Date of Birth: |  |  |
| Address of Adult at Risk concerned: |  |
| Contact telephone numbers: | Mobile: |  | Landline: |  |
| Marital Status: | 🞏 | Married/Civil Partnership | 🞏 | Divorced | 🞏 | Single |
| Ethnicity: |  |
| First Language: | 🞏 | English | 🞏 | Welsh | 🞏 | BSL | 🞏 | Makaton |
| Need interpreter: | 🞏 | Yes | 🞏 | No |  |
| GP’s Name: |  | Telephone number: |  |
| Surgery Address: |  |
| Main Client Group **(tick one)** | 🞏 | Elderly mentally infirm | 🞏 | Older person | 🞏 | Partially sighted/Blind |
| 🞏 | Hard of Hearing/Deaf | 🞏 | Intellectual Impairment | 🞏 | Mental Health |
| 🞏 | Physical Impairment | 🞏 | Substance misuse | 🞏 | Homeless |
| 🞏 | Other (please identify): |
| Next of kin (if known): |  | Relationship:  |  |
| Address: |  | Telephone number: |  |
| Is the Adult at Risk aware of the referral? | 🞏 | Yes | 🞏 | No | Has the Adult at Risk consented to the referral? | 🞏 | Yes | 🞏 | No |
| Is there any evidence which suggests that the adult at risk lacks mental capacity to consent to this referral? | 🞏 | Yes | 🞏 | No |

|  |
| --- |
| 1. **About the alleged abuse**
 |
| Type of alleged abuse (tick all relevant boxes) |
| 🞏 | Physical | 🞏 | Sexual | 🞏 | Emotional |
| 🞏 | Neglect/Acts of Omission  | 🞏 | Financial/Material | 🞏 | Discriminatory |
| 🞏 | Institutional |  |  |  |  |
| Personal circumstances (Is the alleged victim subject to any legislative powers (e.g. Mental Health Act, Power or Attorney, etc)?) | 🞏 | Yes | 🞏 | No |
| Where did the alleged abuse take place |
| 🞏 | Own Home | 🞏 | Perpetrators Home | 🞏 | Relatives Home |
| 🞏 | Supported tenancy | 🞏 | Sheltered Accommodation | 🞏 | Care Home (residential) |
| 🞏 | Care Home (nursing) | 🞏 | Care Home (Respite) | 🞏 | Hospital (NHS) |
| 🞏 | Hospital (independent) | 🞏 | NHS Group Home | 🞏 | Hospice |
| 🞏 | Day Care | 🞏 | Education establishment | 🞏 | Public Place |
| 🞏 | Within Sport (please identify): ……………………… | 🞏 | Other (please identify): ……………………………….. |
| Specific location: |  |
| Is the abuse | 🞏 | Historical | 🞏 | Current |
| Describe the alleged abuse/injuries |  |

|  |
| --- |
| Please use the section below to identify the position of any marks, bruising, wounds etc. described above |
|  |  |
| What steps have been taken to safeguard the adult at risk, and by whom: |
|  |

|  |
| --- |
| 1. **About the person(s) allegedly responsible for the abuse:**
 |
| 🞏 | Unknown at present |
| **Person 1:** |
| Name: |  | Address: |  |
| Telephone number: |  | Date of birth: |  |
| Age: |  | Relationship to alleged victim: |  |
| Employing agency (*please list all known*): |  |
| Is the alleged perpetrator an Adult at Risk? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator a child? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator aware of the referral? | 🞏 | Yes | 🞏 | No | 🞏 | Don’t know |
| Is the alleged perpetrator known to social services? | 🞏 | Yes | 🞏 | No | 🞏 | Don’t know |
| **If ‘yes’ please identify team responsible:** |  |
|  |
| **Person 2:** |
| Name: |  | Address: |  |
| Telephone number: |  | Date of birth: |  |
| Age: |  | Relationship to alleged victim: |  |
| Employing agency (please list all known): |  |
| Is the alleged perpetrator an Adult at Risk? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator a child? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator aware of the referral? | 🞏 | Yes | 🞏 | No | 🞏 | Don’t know |
| Is the alleged perpetrator known to social services? | 🞏 | Yes | 🞏 | No | 🞏 | Don’t know |
| **If ‘yes’ please identify team responsible:** |  |
| *If more than two people have been implicated please copy this sheet and include all details of all individuals named.* |

|  |
| --- |
| 1. **About the people who witnessed the incident(s)**
 |
| 🞏 | There were no witnesses |
| **Witness 1:** |
| Name: |  | Address: |  |
| Telephone number: |  | Relationship to victim (if any): |  |
| Is the alleged perpetrator an Adult at Risk? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator a child? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator aware of the referral? | 🞏 | Yes | 🞏 | No | 🞏 | Don’t know |

|  |
| --- |
| **Witness 2:** |
| Name: |  | Address: |  |
| Telephone number: |  | Relationship to victim (if any): |  |
| Is the alleged perpetrator an Adult at Risk? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator a child? | 🞏 | Yes | 🞏 | No |
| Is the alleged perpetrator aware of the referral? | 🞏 | Yes | 🞏 | No | 🞏 | Don’t know |

|  |
| --- |
| 1. **About the person who first reported the concern**

(this is the **FIRST** person to raise the alert – it may be the adult at risk, a witness, or someone with concerns) |
| Is the person reporting the incident the adult at risk? | 🞏 | Yes | 🞏 | No |
| Is the person reporting the incident a witness to the incident? | 🞏 | Yes | 🞏 | No |
| Name: |  | Address: |  |
| Telephone number: |  | Occupation/Relationship: |  |
| Date/time of report: |  |
| Does the reporter wish to remain anonymous | 🞏 | Yes | 🞏 | No |
| **If ‘yes’ please identify why** |  |

|  |
| --- |
| 1. **About the person who is referring the incident(s) to Social Services/Health**
 |
| Is the person reporting the incident a witness to the incident? | 🞏 | Yes | 🞏 | No |
| Name: |  | Address: |  |
| Telephone number: |  | Occupation/Relationship: |  |
| Date/time of report: |  |
| Does the reporter wish to remain anonymous | 🞏 | Yes | 🞏 | No |
| **If ‘yes’ please identify why** |  |

|  |
| --- |
| 1. **About the person who is completing this form**
 |
| Name: |  | Designation: |  |
| Agency: |  | Telephone Number: |  |
| Date/time reported: |  | Name of person reported to: |  |
| Signature: |  |

|  |
| --- |
| 1. **Additional Information**
 |
| Please provide further information here |

**APPENDIX 6**

Poor Practice Referral Form

This form is to be completed and given to the CGW Lead Welfare Officer.

**CGW Lead Welfare Officer, Commonwealth Games Wales, 7 Forest Grove, Treforest Campus, USW, Pontypridd, CF37 1UB**

|  |
| --- |
| *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:  | ........................................ |
|  |
| 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*) |
| .................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... |
|  |
| Your Signature:  | ............................................................................................................................................ |
|  |
| Signature of CWO/CGW LWO: | .................................................... | Date of receipt:  | ................................. |

**APPENDIX 7**

Role Description – Commonwealth Games Wales Welfare Officer Lead Welfare Officer

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

CGW’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

**CGW LEAD WELFARE OFFICER**

**Jon Morgan**

**Jon.morgan@teamwales.cymru**

**APPENDIX 8**

Role Description – Commonwealth Games Wales Chef De Mission

**Job Description**

**Chef de Mission 2022**

**The Commonwealth Games**

The Commonwealth Games is a multinational, multi-sport event. Held every four years, it involves the elite athletes of the Commonwealth of Nations. Attendance at the Commonwealth Games is typically around 6500 athletes and officials.

The first Games, then known as the British Empire Games, were held in 1930 in Hamilton, Ontario, in Canada. The name changed to British Empire and Commonwealth Games in 1954, to British Commonwealth Games in 1970 and to the current name of the Commonwealth Games in 1974.

71 teams participate in the Games from Commonwealth Countries. Only six teams have attended every Commonwealth Games: Australia, Canada, England, New Zealand, Scotland and Wales.

The Games may be famously friendly, but competition is high; for some non-Olympic sports, the Commonwealth Games are the pinnacle. Medals are prized very highly by those who win them and over the years there have been many iconic performances.

The next Commonwealth Games is in Birmingham 2022

**Commonwealth Games Wales**

Who are Commonwealth Games Wales?

Commonwealth Games Wales (CGW) is the organisation responsible for leading Commonwealth Sporting activity across all of Wales, with our key members being all the Welsh Sporting Governing Bodies. CGW is 1 of 71 Commonwealth organisations across the world, a member of the Commonwealth Games Federation whose mission is to ‘unite the Commonwealth through sport’.

What does CGW do?

In partnership with Sport Wales and all the individual sports, CGW assists their preparation for both the Commonwealth Youth Games and the Commonwealth Games. CGW selects the Welsh team that will deliver Wales’ strongest performance and leads the team at the Games in a manner that will inspire and motivate the athletes to deliver their very best performance. CGW also uses the Commonwealth Games as a platform to engage with all individuals across Wales and Welsh Communities about sport.

As a nation, as-well as the organisation, Wales and CGW enjoyed unprecedented success both in Glasgow in 2014, and at the Gold Coast in 2018, CGW wants to ensure the continuation of this trend and deliver an outstanding, inspiring and life changing experience for our athletes in the forthcoming Commonwealth Youth Games and at the Commonwealth Games in Birmingham in 2022.

**Team Wales in Birmingham**

The team size is expected to be slightly smaller than Gold Coast with about 200 athletes and 100 support staff. A new Games delivery model was adopted after Gold Coast where some areas of HQ and support staff for Birmingham were identified at the start of ten quadrennial. This allowed the formation of the core media team, and the selection of Team Wales GTM (Performance) to support NGBs in planning the level of support offered to athletes in Birmingham. The new model allows control over the composition of the athlete support staff, with many staff being involved with athletes throughout the preparation and selection period.

In addition, it is widely expected that the number of athlete support will increase to beyond the number of beds in the village and available accreditations. A block of rooms at University of Wolverhampton in Walsall has been sourced and the use of transferable accreditations and day-passes will allow Team Wales to maximise the level of team support. Birmingham22’s village will be distributed between four sites, two in Birmingham and one in both Coventry and London.

**Chef de Mission Team Wales Birmingham22**

Key attributes

* Multi-Sport Games experience (not necessarily as a Chef de Mission)
* Credibility within the sport environment, particularly with the NGBs
* Highly organised with meticulous planning skills
* Able to operate under pressure
* Ability to effectively communicate upwards, as well as to the staff team
* Ability to relate to, and engage with, a wide range of stakeholders
* Credibility with key sports media

**Role of the Chef de Mission**

The Chef de Mission is the athlete and sport facing manager of Team Wales reporting into the CEO of CGW and has a close working relationship with the Chair of CGW. During the Games in particular, the Chair, CEO and Chef de Mission will collaborate closely.

The Chef de Mission will lead and inspire Team Wales at the Commonwealth Games Birmingham.

The Chef de Mission will create an inspirational environment at the Birmingham 2022 Games enabling the athletes and team to excel.

During the Games, the Chef de Mission will be based in the Athletes’ Village. The Chef will be a proven leader, able to inspire confidence in the team, the media, the event organisers and all other stakeholders, of CGW.

**Senior Management Team**

The Chef de Mission will have a senior leadership team of up to 3 General Team Managers who will be responsible for the operational side of Team Wales.

The General Team Managers will normally be responsible to make decisions in the following areas:-

GTM (Performance)

Athlete Support services, including Medical staff, Physiotherapy, and Sports Science,

Village issues and Sport – including relations with all Team Managers

GTM Media and external relations

Media and external relations staffing- including the interface between Village and Commercial/Sponsors

Plus one GTM role to be determined.

**ACCOUNTABILITIES**

* Accountable to the CEO apart from Games time when accountable to CGW Chair

**Key Responsibilities**

The Chef will:-

* Encourage a positive team culture; promoting a performance agenda, ensuring that athletes have the environment and support enabling them to compete to their highest possible standard at Birmingham 2022.
* Chair the Games Senior Management Team to ensure detailed plans are in place for the delivery of all performance, sport and operational aspects of the Games.
* Work with the CEO and General Team Managers to create the optimum environment to support athletes for Birmingham, with reference to the Birmingham Games plan. Athlete support will require co-ordination of embedded coaching, performance support staff alongside centrally assigned performance support staff.
* Attend the Chef de Mission Seminar and other meetings with Birmingham 2022 Organising Committee along with relevant key members of the Senior Management Team. Build and maintain an influential relationship with the Birmingham 2022 Organising Committee
* Attend pre-Games Team support camp in July 2021 in Walsall and any other Team Camp/training sessions as required
* Attend Team send off day or event(s) tbc
* Work with the General Team Manager (Performance) to provide optimal performance and medical support for the athletes during the Games.
* Work with Games services lead to provide an efficient and accessible support service for accommodation, transport, accreditation, internal comms and general reception
* Work with Performance Hub /Prep Camp lead to ensure smooth transition between the satellite centre and Athlete Village services
* Work closely with the CEO to manage and deliver the agreed Games budget.
* Through the GTM (media), work with Team Wales Communications team (Orchard) to ensure a positive relationship with the media, attending press conferences as required, responding to incidents as needed etc. The Chef de Mission will be one of the designated spokespeople for Team Wales (as referenced in the Team Wales Birmingham 2022 Communications/ Media Plan), including the announcement of Team Captain and Team Flag bearer
* The Chef de Mission will be the designated lead for the Games time crisis communication plan and is responsible for governance and related issues such as anti-doping, safeguarding, etc.
* Attend CGCW Board and CGW Performance Leads meetings as required
* Work with the General Team Manger to ensure effective Team Support staff communications before, during and after the Games, for example, team meetings, daily briefings, regular emails etc.
* Represent the Team at the Chef de Mission meetings and to Games organisers as required.
* Chair Senior Team Management meetings at the Games
* Support the Team at events and victory ceremonies
* Work with General Team Mangers to ensure effective resolution of any issues arising with Team, the CGF and Organising Committee at the Games.
* Lead the process to select the Flag bearer for closing ceremony
* Plan for and lead debrief meetings after the Games and provide a post Games report of findings and recommendations to the CEO.
* Ensure all governance policies and procedures are implemented within the team, including but not limited to, safeguarding, anti-doping, disciplinary policies.

**Time commitment**

The candidate for Chef de Mission should expect to commit the time equivalent of one day a month for 2021 and first two months of 2022. The time commitment would increase to at least the equivalent of one day a week from March 2022 until the Games. The Chef would also be expected to participate in at least two visits to Birmingham, in addition to the Chef’s seminar. At Games time it is likely the Chef will be in Birmingham for four to five weeks working full time.

**APPENDIX 9**

Role Description – Commonwealth Games Wales General Team Manager

**Job Description**

**General Team Manager**

**The Commonwealth Games**

The Commonwealth Games is a multinational, multi-sport event. Held every four years, it involves the elite athletes of the Commonwealth of Nations. Attendance at the Commonwealth Games is typically around 6500 athletes and officials.

The first Games, then known as the British Empire Games, were held in 1930 in Hamilton, Ontario, in Canada. The name changed to British Empire and Commonwealth Games in 1954, to British Commonwealth Games in 1970 and to the current name of the Commonwealth Games in 1974.

72 teams participate in the Games from Commonwealth Countries. Only six teams have attended every Commonwealth Games: Australia, Canada, England, New Zealand, Scotland and Wales.

The Games may be famously friendly, but competition is high; for some non-Olympic sports, the Commonwealth Games are the pinnacle. Medals are prized very highly by those who win them and over the years there have been many iconic performances.

The next Commonwealth Games is in Birmingham 2022

**Commonwealth Games Wales**

Who are Commonwealth Games Wales?

Commonwealth Games Wales (CGW) is the organisation responsible for leading Commonwealth Sporting activity across all of Wales, with our key members being all the Welsh Sporting Governing Bodies. CGW is 1 of 72 Commonwealth organisations across the world, a member of the Commonwealth Games Federation whose mission is to ‘unite the Commonwealth through sport’.

What does CGW do?

In partnership with Sport Wales and all the individual sports, CGW assists their preparation for both the Commonwealth Youth Games and the Commonwealth Games. CGW selects the Welsh team that will deliver Wales’ strongest performance and leads the team at the Games in a manner that will inspire and motivate the athletes to deliver their very best performance. CGW also uses the Commonwealth Games as a platform to engage with all individuals across Wales and Welsh Communities about sport.

As a nation, as-well as the organisation, Wales and CGW enjoyed unprecedented success both in Glasgow in 2014, and at the Gold Coast in 2018, CGW wants to ensure the continuation of this trend and deliver an outstanding, inspiring and life changing experience for our athletes in the forthcoming Commonwealth Youth Games and at the Commonwealth Games in Birmingham in 2022.

**Team Wales in Birmingham**

The team size is expected to be slightly smaller than Gold Coast with about 200 athletes and 100 support staff. A new Games delivery model was adopted after Gold Coast where some areas of HQ and support staff for Birmingham were identified at the start of ten quadrennial. This allowed the formation of the core media team, and the selection of Team Wales GTM (Performance) to support NGBs in planning the level of support offered to athletes in Birmingham. The new model allows control over the composition of the athlete support staff, with many staff being involved with athletes throughout the preparation and selection period.

In addition, it is widely expected that the number of athlete support will increase to beyond the number of beds in the village and available accreditations. A block of rooms at University of Wolverhampton in Walsall has been sourced and the use of transferable accreditations and day-passes will allow Team Wales to maximise the level of team support.

Birmingham22’s village will be distributed between four sites, two in Birmingham and one in both Coventry and London.

**General Team Manager Team Wales Birmingham22**

Key attributes

* Multi-Sport Games experience
* Credibility within the sport environment, particularly with the NGBs
* Highly organised with meticulous planning skills
* Able to operate under pressure
* Ability to effectively communicate upwards, as well as to the staff team
* Ability to relate to, and engage with, a wide range of stakeholders

**Role of the General Team Manager**

The General Team Manager (GTM) is a sport facing manager of Team Wales Senior Games Management team reporting into the Chef de Mission and has a close working relationship with the CEO of CGW.

The GTM will be a key role in the Games senior management team creating an inspirational environment at the Birmingham 2022 Games enabling the athletes and team to excel.

During the Games, the GTM will be based in the Athletes’ Village (specific location tbc) and will be responsible for the smooth running of this Village. Team Wales will also have 2 additional Head of villages, locations to be confirmed.

Time Commitment: Approximately 1 day a month during the initial pre-Games period from September 2021 increasing nearer Games time. A continuous period approximately between 18th July and 10th August 2002.

Salary: The General Team Manager role is a voluntary position.

Key Responsibilities

The GTM will:-

* Encourage a positive team culture; promoting a performance agenda, ensuring that athletes have the environment and support enabling them to compete to their highest possible standard at Birmingham 2022.
* Be a member of the Games Senior Management Team ensuring detailed plans are in place for the delivery of all performance, sport and operational aspects of the Games.
* Work with the CEO and Games Senior Management Team to create the optimum environment to support athletes for Birmingham, with reference to the Birmingham Games plan. Athlete support will require co-ordination of embedded coaching, performance support staff alongside centrally assigned performance support staff.
* Assist and support the Pre-Games training and preparation of Team Managers and Coaches
* Attend the Chef de Mission Seminar and other meetings with Birmingham 2022 Organising Committee along with relevant key members of the Senior Management Team
* Attend pre-Games Team support camp in 2021 (tbc) in Walsall and any other Team Camp/training sessions as required
* Attend Team send off day or event(s) tbc
* Assist the CDM in the DRM meeting with a focus on Sport Entries
* Assist with the set up of the 3 villages during the soft open phase
* Lead on the support of Sports Team Managers during Games time
* Work with the General Team Manager (Performance) to provide optimal performance and medical support for the athletes during the Games.
* Team Wales Head of Village (location tbc) providing an efficient and accessible support service for accommodation, transport, accreditation, internal comms and other matters at Village ( location tbc).
* Represent the Team at the Chef de Mission meetings and to Games organisers as required by Chef de Mission.
* Chair Senior Team Management meetings at the Games
* Support the Team at events and victory ceremonies
* Work with Senior Management team to ensure effective resolution of any issues arising with Team, the CGF and Organising Committee at the Games.
* Participate in debrief meetings after the Games and provide a post Games report of findings and recommendations to the CEO.
* Ensure all governance policies and procedures are implemented within the team, including but not limited to, safeguarding, anti-doping, disciplinary policies.

**Person Specifications**

**Essential**

* Demonstrate active involvement and a strong knowledge in an aspect of High Performance sport
* Strong interpersonal and problem-solving/decision-making skills
* Ability to motivate and foster team building
* Demonstrate excellent verbal and written communication skills
* Demonstrate an ability to work under pressure
* A strong understanding of the Commonwealth Games and Team Wales objectives within this environment

**Desirable**

* Experience of previous multi-sport Games in a leadership role
* To be able to communicate in both Welsh and English.
1. An individual cannot be considered to ‘lack capacity’ if the information they need in order to make a decision has been given in a way which is not accessible or understandable to them [↑](#footnote-ref-1)
2. An individual cannot be considered to ‘lack capacity’ because others around them cannot modify their communication method in order to understand that individual when they communicate [↑](#footnote-ref-2)
3. Wilson, B., Burns, S. and Brown, H. (2003). Links between the Public Guardianship Office and social services departments. **Journal of Adult Protection**. 5 (2), pp 38–46. [↑](#footnote-ref-3)
4. DoH (2000). **No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse**. DoH: London [↑](#footnote-ref-4)
5. ‘Actively Listening’ does not just mean using ears to hear spoken word – it means finding a way to enable the individual to communicate, and you demonstrating that you value and are going to do something with the information they give. [↑](#footnote-ref-5)