COMMONWEALTH GAMES ASSOCIATION OF JERSEY (CGAJ)

Comprehensive Safeguarding Policy & Operational Manual

1. Introduction

This policy establishes the mandatory safeguarding framework for the Commonwealth Games Association of Jersey (CGAJ). It ensures full compliance with the Commonwealth Games Federation (CGF) Safeguarding Policy and operational standards. The framework operates under Jersey legal jurisdiction, specifically referencing the Children (Jersey) Law 2002, the Children and Young People (Jersey) Law 2022, and the Capacity and Self-Determination (Jersey) Law 2016.

2. Policy Statement

CGAJ maintains a zero-tolerance stance toward all forms of abuse, harassment, neglect, and exploitation. CGAJ upholds a rights-based approach to sport, ensuring child and adult human rights are protected. Safeguarding is an operational duty shared by every individual.

3. Scope

This policy applies to all executive board members, staff, coaches, team managers, medical personnel, technical officials, athletes, and volunteers across all CGAJ-sanctioned events, travel, and Games-time operations.

4. Safeguarding Principles

- **Paramountcy Principle:** The welfare of the child or adult at risk is always the primary consideration in every decision.
- **Rights-Based Framework:** Operations align with international human rights standards and Jersey statutory frameworks.
- **Shared Responsibility:** Duty of care applies across all levels of governance and operational roles.
- **Proportionality and Confidentiality:** Information is shared strictly on a need-to-know basis in compliance with the Data Protection (Jersey) Law 2018.

5. Governance Structure

- **CGAJ Board:** Holds ultimate legal and strategic oversight of safeguarding systems.

- **Lead Safeguarding Board Director:** Designated board member responsible for championing safeguarding and ensuring system compliance.
- **CGAJ Safeguarding Lead:** Operational manager responsible for handling concerns, triaging reports, and managing external escalations.
- **Athlete Welfare Officers (AWOs):** Embedded within team structures to provide direct, trusted support to athletes.

6. Board Safeguarding Responsibilities

- **System Oversight:** Maintain and regularly audit a functioning operational safeguarding system that meets CGF best practice standards.
- **Mandatory Governance Reporting:** Include safeguarding as a standing, unmovable agenda item at every Board meeting using a standardized metrics report.
- **Risk Register Oversight:** Quarterly review of the CGAJ Strategic Safeguarding Risk Register.
- **Training Compliance:** Require 100% completion of mandatory safeguarding governance training for all sitting board members.

7. Safeguarding Lead & Athlete Welfare Officer Roles

- **Safeguarding Lead:** Manages incoming disclosures, coordinates with the CGF Head of Safeguarding, liaises with the Jersey Child Protection Committee (JCPC) or Adult Safeguarding Board, and handles referral workflows.
- **Athlete Welfare Officers:** Act as independent, non-selection-related operational contacts for athletes, providing confidential support and guidance during preparation and Games-time.

8. Safe Recruitment Guidelines

- **Role Audit:** Audit every position to define required vetting levels based on access to vulnerable groups.
- **DBS / Disclosure Checks:** Mandatory Criminal Records Bureau (DBS) or Jersey Police disclosures prior to appointment.
- **Targeted Vetting:** Require mandatory self-disclosure forms, two verified references (including specific questions on safeguarding history), and structured interviews featuring scenario-based safeguarding questions.

9. Codes of Conduct

- **Physical Boundaries:** No one-on-one unmonitored interactions in private spaces; open-door policies mandatory during treatments or meetings.
- **Power Dynamics:** Explicit prohibition of romantic, sexual, or exploitative relationships between personnel in positions of trust (e.g., coaches, medical staff) and athletes.
- **Prohibited Behaviours:** Zero tolerance for hazing, peer-on-peer abuse, emotional intimidation, or corporal punishment.

10. Reporting Procedures (Operational 4 'R's Framework)

All personnel must follow the 4 'R's of Safeguarding immediately upon encountering a concern:

[RECOGNISE] —> [RESPOND] —> [RECORD] —> [REPORT]

- **1. RECOGNISE:** Identify indicators of physical, emotional, or sexual abuse, neglect, poor practice, or subtle grooming behaviours.
- **2. RESPOND:** Listen calmly and reassure the discloser without making false promises of unconditional secrecy. Take immediate action to ensure immediate safety if in direct danger. Do not ask leading questions or attempt to investigate.
- **3. RECORD:** Document details in writing immediately using exact, verbatim language where possible. Record key facts (date, time, location, names, observed signs, statements). Keep strictly confidential and secure.
- **4. REPORT:** Submit factual record directly to CGAJ Safeguarding Lead without delay. If immediate risk of harm, contact Emergency Services (999) or States of Jersey Police directly before notifying Safeguarding Lead.

11. Recording Procedures

- **Fact vs. Opinion:** Written documentation must strictly separate firsthand observable facts from secondhand statements or subjective opinions.
- **Secure Storage:** Records must be encrypted and stored in compliance with Data Protection (Jersey) Law 2018, accessible only by authorized triage personnel.

12. Case Management

- **Triage Team:** Incoming reports are evaluated by the CGAJ Triage Group (Safeguarding Lead, Legal Counsel, and Board Chair).
- **Escalation Path:** Cases involving potential criminal activity or statutory child protection concerns are immediately referred to Children's Social Work Service or States of Jersey Police.
- **CGF Interface:** For incidents occurring during Games-time, concerns are triaged in direct coordination with the CGF Head of Safeguarding and CGF Independent Safeguarding Panel.

13. Disciplinary and Investigation Procedures

- **Independent Investigation:** Serious non-statutory breaches are assigned to an independent investigator to determine if there is a case to answer.
- **Provisional Measures:** The CGAJ Board reserves the right to issue temporary, non-prejudicial suspensions pending investigation completion.
- **Sanctions & Appeals:** Adjudication is conducted via an independent panel or CGF Federation Court, with clear rights to an impartial appeal process.

14. Whistleblowing

Protected disclosure protection under CGAJ policy guarantees that any person reporting concerns in good faith will be protected from retaliation, victimization, or adverse selection consequences.

15. Anti-Bullying and Anti-Harassment Policy

- Direct prohibition of physical, verbal, cyber, or relational bullying.
- Clear escalation mechanisms for addressing subtle micro-aggressions, exclusionary tactics, or misuse of power dynamics.

16. Photography and Social Media Policy

- Express written consent required for all photo and video captures.
- Prohibition of private digital communications (direct messaging, personal texting) between staff/coaches and minor athletes; all communications must include parents/guardians or official team channels.
- Strict prohibition of photography or recording in changing facilities, medical treatment areas, or accommodation zones.

17. Games-Time Safeguarding Procedures

- Execution of pre-departure safeguarding orientations for all accredited delegation members.
- Daily operational check-ins between AWOs, team leaders, and the main Games Safeguarding Operations Centre.
- Mandatory compliance with host-city accreditation, venue access controls, and village safeguarding protocols.

18. Travel and Accommodation Guidance

- **Rooming:** Adults and minor athletes must not share rooms under any circumstances. Staff/coaches are strictly prohibited from rooming with athletes.
- **Supervision:** Minimum 1:8 adult-to-athlete supervision ratios maintained during travel and non-competition periods.
- **Curfews & Access:** Clear evening room checks conducted by two accredited staff members simultaneously.

19. Risk Management

Strategic risk management must evaluate three levels of risk:

Risk Level	Focus Area	Mandatory Control Mechanism
1. Person of Concern	Risk posed by an individual	Vetting, background checks, temporary suspension
2. Event Level	Environmental/operational risks	Mandatory event-specific risk assessment & site audit
3. Organizational	Strategic/reputational risks	Strategic Risk Register tracking at Board level

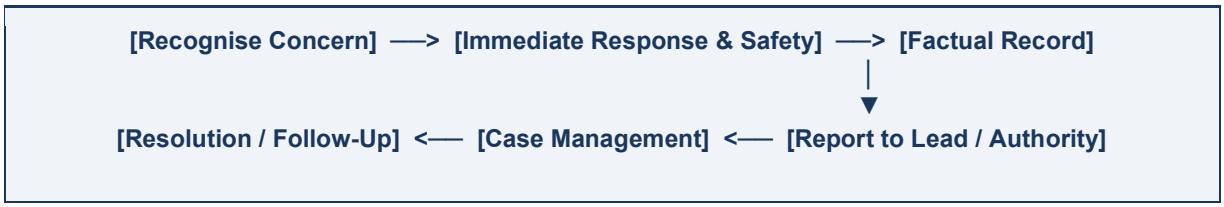
20. Training and Awareness

- **Level 1 (General):** Mandatory introductory safeguarding module for all athletes and support personnel prior to accreditation.
- **Level 2 (Leadership/Coaches):** Advanced training covering consent, grooming detection, trauma-informed support, and safe sport practice.
- **Level 3 (Designated Leads):** Specialist training on conducting investigations, case management, and regulatory compliance.

21. Culture and Safe Environment

- CGAJ actively combats "organizational optimism" (assuming harm cannot occur) by fostering a "telling culture" where low-level concerns are raised without fear.
- Leadership visibly models high professional standards, ensuring no individual—regardless of sporting performance or status—is treated as "untouchable" or above policy enforcement.

22. Operational Safeguarding Workflow



23. Athlete Safeguarding Declaration Form

I confirm that I have read, understood, and agree to abide by the CGAJ Safeguarding Policy, Codes of Conduct, and reporting procedures.

Name: _____

Signature: _____

Date: _____

24. Staff and Volunteer Declaration Form

I confirm that I have completed the required safeguarding training, passed all required background checks, and agree to maintain my duty of care under the CGAJ Safeguarding Policy.

Name: _____

Role: _____

Signature: _____

Date: _____

25. Review and Monitoring

This policy is audited annually by the CGAJ Safeguarding Lead and approved by the Board to reflect emerging legislation, CGF updates, and operational lessons learned.

26. Contact Details

Commonwealth Games Association of Jersey Safeguarding Lead

Peter Irving

Mobile: 07700 326796

Email: peter.irving@cgaj.org

The Children and Families Hub

Telephone: 01534 519000

Email: childrenandfamilieshub@gov.je

Single Point of Referral (SPOR) Adult Social Services

Telephone: 01534 444440

Email: spor@health.gov.je

States of Jersey Police

Emergency Phone: 999

Non Emergency Incidents / Allegations: 01534 612612 or 01534 612300

If a safeguarding issue is suspected call the above and ask for the Public Protection Unit (PPU)