



Commonwealth Games Scotland Ltd (CGS)

Team Scotland Games Time Safeguarding Guidance

Team Scotland is fully committed to safeguarding the welfare of all Team Members. It recognises the responsibility to promote safe practice and to protect all from harm, poor practice, bullying, abuse and exploitation. We will work together to embrace differences and diversity and respect the rights of all members of Team Scotland.

1. Scope

This guidance applies to all Team Scotland Team Members. With this guidance, we aim to support our Team Members and create a healthy and happy Team environment that allows all cultures to feel respected, safe and free from any prejudice. We want everyone to feel appreciated and to be treated fairly.

Throughout Games time, Team Scotland is committed to ensuring a balanced environment supporting the best sporting performances and a positive life experience.

This guidance aligns to our commitment to the Children, Young People and Adults at Risk of Harm - Wellbeing and Protection Policy and the Child and Protected Adults Guidelines (which includes the Code of Conduct) and can be reviewed here ([Team Scotland Policies](#)).

2. Team Scotland Child Wellbeing and Protection Officer (CWPO)

All individuals within Team Scotland have a responsibility to ensure everyone is fairly treated regardless of someone's background. As part of the commitment to this policy, Team Scotland has appointed an individual on each island and a deputy within the delegation who are responsible for championing this model. They are:

Trinidad Village - Vikki Bunce, 07988 885043. Deputy Dr Neil Howie, 07793 536944

Tobago Village - Danny Cockroft, 07526 385889. Deputy Jo Holmes, 07872 941384

CWPO report to Team Scotland's Chef de Mission – Chris Purdie, 07921 801649 who has overarching responsibility as head of the delegation.

3. Encourage you to speak up – What Can I Do?

Team Scotland aims to provide an environment where people feel they can raise concerns.

- We must all stand up for Team Members who can't speak up for themselves.
- Speaking up if you're worried about a Team Member is always the right thing to do.
- If you are worried that if you raise concerns you'll hurt that person. But doing nothing could hurt them and others even more.
- There are many reasons why you might feel uncomfortable raising concerns. That's ok. It's worth it so you can help someone.
- If you speak up, we'll support you and make sure your concerns are dealt with fairly.

It is okay not to be comfortable with reporting a concern. All Team Scotland Staff will ensure that you have a safe environment to freely communicate the concern in question.

4. Raising a concern

Any concerns should be raised to your immediate manager or direct to Vikki or Danny or their deputy depending on your village location as Team Scotland CWPOs. Please see Appendix One for flowchart.

Concerns can be raised informally verbally or more formally in a written format.

Immediate management should highlight raised concerns with Vikki or Danny or their deputy. Consent should be requested from the Team Member raising concerns but it is not essential.

5. Raised Concerns – Process

In line with the [CGS Child Wellbeing and Protection Responding to Concerns Procedure](#)

5.1 Discussion following concern being raised where detailed notes to taken in the ['Report Log'](#)

Note taking will:

- Ensure views are properly recorded
- Ensure concerns are dealt with fairly
- Include a statement of expectations within the notes
- Include how the information provided is going to be used
- Include how the outcome of any concerns is going to be fed back

5.2 Actions

In line with the **CGS Child Wellbeing and Protection Responding to Concerns Procedure**. Agreed actions will be taken in a time-appropriate manner involving appropriate personnel.

5.3 Report

If required, the concern will be reported onwards in line with Team Scotland and the Commonwealth Games Federation policies and procedures including Scottish Governing Bodies of Sport were appropriate.

Please see Appendix One for flowchart.

5.4 Team Scotland Review

An anonymous log will be kept of concerns raised to inform and shape continued improvement for future Games.

Final Note: As a Team, we need to support one another and be understanding of matters which may not be always clear or easy to see. Remember it is okay not to be okay and there are people around you to support you when and if required.

Appendix One - Raising a Concern

