

**CHILD SAFEGUARDING POLICY AND PLAN**  
**BAHAMAS COMMONWEALTH YOUTH GAMES 2017**

**Version 1.0**

# **Child Safeguarding Policy and Plan**

## **Contents Page**

Introduction

## **Introduction**

### **a) Statement from the Chairman of The Bahamas 2017 Commonwealth Youth Games**

The Bahamas is proud to be hosting the Commonwealth Youth Games from 18-23 July 2017. These Commonwealth Youth Games will be the largest international multi-sport event ever held in The Bahamas.

The Bahamas 2017 Commonwealth Youth Games will bring together over 1,000 young athletes, aged 14-18 years, who will represent their country and compete in 9 sports over 6 days. These young athletes will be travelling to The Bahamas from over 69 Commonwealth territories around the world, with many leaving their home countries and regions for the first time. As the Organising Committee for these Games we have a responsibility to ensure that all of the young athletes, and any young people that are involved in the Games as spectators or volunteers, are safe and feel supported; their well-being is of paramount importance to us at all times.

To ensure that The Bahamas 2017 Commonwealth Youth Games is a positive experience for everyone involved, especially our young guests, The Bahamas Organising Committee for the Commonwealth Youth Games has been working in partnership with the Government of The Bahamas, Unicef UK and the Commonwealth Games Federation, and engaging with visiting teams, to put in place this Child Safeguarding Policy and Plan.

Our commitment to Child Safeguarding not only represents the personal commitment of everyone of us individually on the Organising Committee, but also reflects the mission of the Commonwealth Games Federation – the parent body for these Games - whose mission is to bringing peace, sustainability and prosperity to wherever it stages these Games. We are all determined to leave a positive social legacy beyond the Games, both at home and throughout the Commonwealth and most especially for our young people. We wish everyone a happy and safe Games.

Sincerely

Wellington Miller  
Chairman  
Bahamas 2017 Commonwealth Youth Games

## **b) About The Bahamas 2017 Commonwealth Youth Games**

The Bahamas 2017 Commonwealth Youth Games will be the first time in over 50 years that a Commonwealth Games event has been held in the Caribbean Region, the last being in 1966 in Kingston, Jamaica.

The Youth Games will unite more than 1000 young athletes aged 14-18 in a Caribbean carnival of impactful competition, personal development and new Commonwealth friendships.

According to Commonwealth Games Federation President, Louise Martin CBE: “The Commonwealth Youth Games are a unique and empowering opportunity to celebrate and engage young people on the level playing field of sport”.

Nine sports will feature in CYG2017:

1. Boxing
4. Cycling
2. Judo
3. Rugby (Sevens)
5. Tennis
6. Beach Volleyball
7. Beach Soccer
8. Swimming
9. Track & Field

## 2. Glossary of Acronyms, Definitions and Terms

<b>ADS</b>	The Commonwealth Games Federation Anti-Doping Agency
<b>BCC</b>	The Bahamas Crisis Centre
<b>CGF</b>	The Commonwealth Games Federation
<b>CPA</b>	Child Protection Act
<b>CYG2017</b>	The Bahamas 2017 Commonwealth Youth Games
<b>CYG2017OC</b>	The Organizing Committee of The Bahamas 2017 Commonwealth Youth Games

**Child/Young Person:** A person who under eighteen years or younger, in particular anyone under the age of eighteen who is a competitor, volunteer or spectator at CYG2017.

**Child Protection:** This refers to the actions we take when we have specific concerns that a particular child is at risk of significant harm.

**Child Safeguarding:** Child Safeguarding refers to all the actions that we take to keep children safe at this event, it includes the proactive measures we put in place.

*Examples of Safeguarding issues might include:*

- *Homesickness for young athletes travelling far from their families and support networks;*
- *Bullying by their peers;*
- *Self-harm or anxiety as a result of performance pressures;*
- *Sexual abuse by adult figures in authority, e.g. coaches.*
- *Failure to address the health needs of young athletes e.g. hydration in hot temperatures;*
- *The absence of systems to ensure children are safe when being transferred from one venue to another;*

**Codes of Conduct** Recognized Standards of Good behaviour

**DSS** Department of Social Services (DSS)

**MOFA** Ministry of Foreign Affairs

**MOSS&UD** Ministry of Social Services and Urban Development

**MYSC** Ministry of Youth, Sport and Culture

<b>Parents</b>	Includes parents or Guardians unless otherwise stated
<b>OAG</b>	Office of the Attorney General
<b>Team Leader</b> (National Team)	One per Commonwealth Games Association (CGA)
<b>Team Liaison Officer</b>	Volunteer CGA Assistants
<b>Team Officials</b>	Medical Personnel, Press Attachés, Administration, Team Managers, Coaches, Extra Team Officials
<b>Venue Manager:</b>	Has responsibility for all activities or duties related to the operations of competition venues.
<b>WADA</b>	The World Anti Doping Agency

### **3. Policy and Procedure - Welfare & Safeguarding Plan for the Games**

In recent years the profile of child safeguarding in sport has risen around the world as a result of numerous incidents involving young people across many different countries and sports whose well-being and interests have not been properly safeguarded or addressed.

Over the past 15 years victims of all forms of violence in sport have started to be able to have their voices heard and responded to. Previously there had been little questioning of the perception that sport was only a force for good for young people. Until the late 1990s/early 2000s very few sports organisations had put in place systems or structures to respond to complaints about the behaviour of adults or other young people.

We now know enough from research and evidence to be clear that sport does not always take place with a focus on children's rights at its centre, and sometimes fails to fully consider the risks to children, leading to organisational cultures that don't allow for the discussion of harm and abuse (Brackenridge, Kay & Rhind, 2012).<sup>1</sup>

Emerging good practice is now taking shape, including in the form of the International Safeguards for Children in Sport<sup>2</sup>. The Bahamas Commonwealth Youth Games 2017 Organising Committee has worked with our partners in the Government of the Bahamas and with experts and visiting teams to develop this Policy and Plan, through which we aim to meet these high standards.

#### **Partner Organisations:**

The following organisations were involved in devising this Policy and Plan.

- Bahamas Commonwealth Youth Games 2017 Organising Committee
- Bahamas Crisis Centre
- Commonwealth Games Federation
- Ministry of Foreign Affairs
- Ministry of Social Services and Urban Development
- Ministry of Youth, Sport and Culture
- National Committee for Families and Children
- Office of the Attorney General
- Unicef UK

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<sup>1</sup> Sport, Children's Rights and Violence Prevention: A Sourcebook on Global Issues and Local Programmes. Brackenridge, Kay and Rhind (Editors) 2012

<sup>2</sup> [https://downloads.unicef.org.uk/wp-content/uploads/2014/10/International-Safeguards-for-Children-in-Sport-version-to-view-online.pdf?\\_ga=2.199794854.984882262.1498581918-1076777342.1494321006](https://downloads.unicef.org.uk/wp-content/uploads/2014/10/International-Safeguards-for-Children-in-Sport-version-to-view-online.pdf?_ga=2.199794854.984882262.1498581918-1076777342.1494321006)

## **International and National Legal Context**

### **The United Nations Convention on the Rights of the Child (The Convention: 1989)**

The welfare of children remains paramount consideration which the international community and also individual territories have always sought to address. Having regard to the particular needs of children the United Nations General Assembly adopted the Convention on The Rights of the Child on the 20<sup>th</sup> November, 1989. This Convention came into force on the 20<sup>th</sup> September, 1990 and outlines fifty- four articles which address issues relating to the particular needs and rights of children. Core principles of the Convention include the General Principles of Non-discrimination, the Best Interest of the Child; Survival and Development; and Respect for the Views of the Child.

The Bahamas has signed and ratified the Convention and has incorporated the rights outlined therein in the Child Protection Act subject to any reservations that apply to The Bahamas.

### **The Bahamas Child Protection Act Chapter 132**

This Act came into force on the 1<sup>st</sup> October, 2009, it consolidates comprehensive legislation relating to children. The objectives of the Child Protection Act is to address issues relating to children and to give effect to the Bahamas' obligations under the United Nations Convention on the Rights of the Child. This legislation includes among other things the Rights of Children, Legal Capacity and Guardianship of Children, Custody and the Care and Protection of Children.

Under the Act, in all matters relating to a child the child's welfare shall be the paramount consideration, and a Child has the right to exercise all the rights outlined in the Act and all those rights set out in the United Nations Convention on the Rights of the Child subject to any reservations that apply to The Bahamas.

## **4. Principles**

These Principles govern the child safeguarding approach of the Organizing Committee of Commonwealth Youth Games 2017 and all our partners in delivering the Games.

- The overriding principle for all actions and decisions regarding children is that the welfare of child or the best interest of the child will be the paramount consideration;
- Safeguarding is everyone's responsibility and the adults delivering this event are responsible for taking steps to ensure the safety of the children involved.
- Children have a right to be heard in matters concerning them, and all efforts will be taken to listen to them and to take into consideration their wishes and feelings in any safeguarding matters;
- All Safeguarding concerns will be responded to in a timely manner;
- All information regarding safeguarding concerns will be treated confidentially; will be shared on a need to know basis; and confidentiality will only be breached where the need to protect a child from harm supersedes an individual's right to privacy.
- The safety and wellbeing of children participating in this event is our primary concern and should be placed above their individual success in any competition; all officials will be expected to put this into practice.
- All young people involved in this event whether athletes, volunteers or spectators, have an equal right to be respected and protected from harm irrespective of their ethnicity, gender, religion, abilities, cultural background, race, sexual identity or orientation, nationality.
- The values elaborated in the Commonwealth Charter (2013) will be respected in the context of the Games and our Child Safeguarding efforts.

## **5. Scope**

This Safeguarding Policy and Plan applies to all adults and children involved in this event, including - but not limited to - the athletes, young volunteers and spectators and all adults involved in delivering the event whether in a voluntary or paid role.

## 6. Safeguarding Reporting Process

(see supporting Flow Chart)

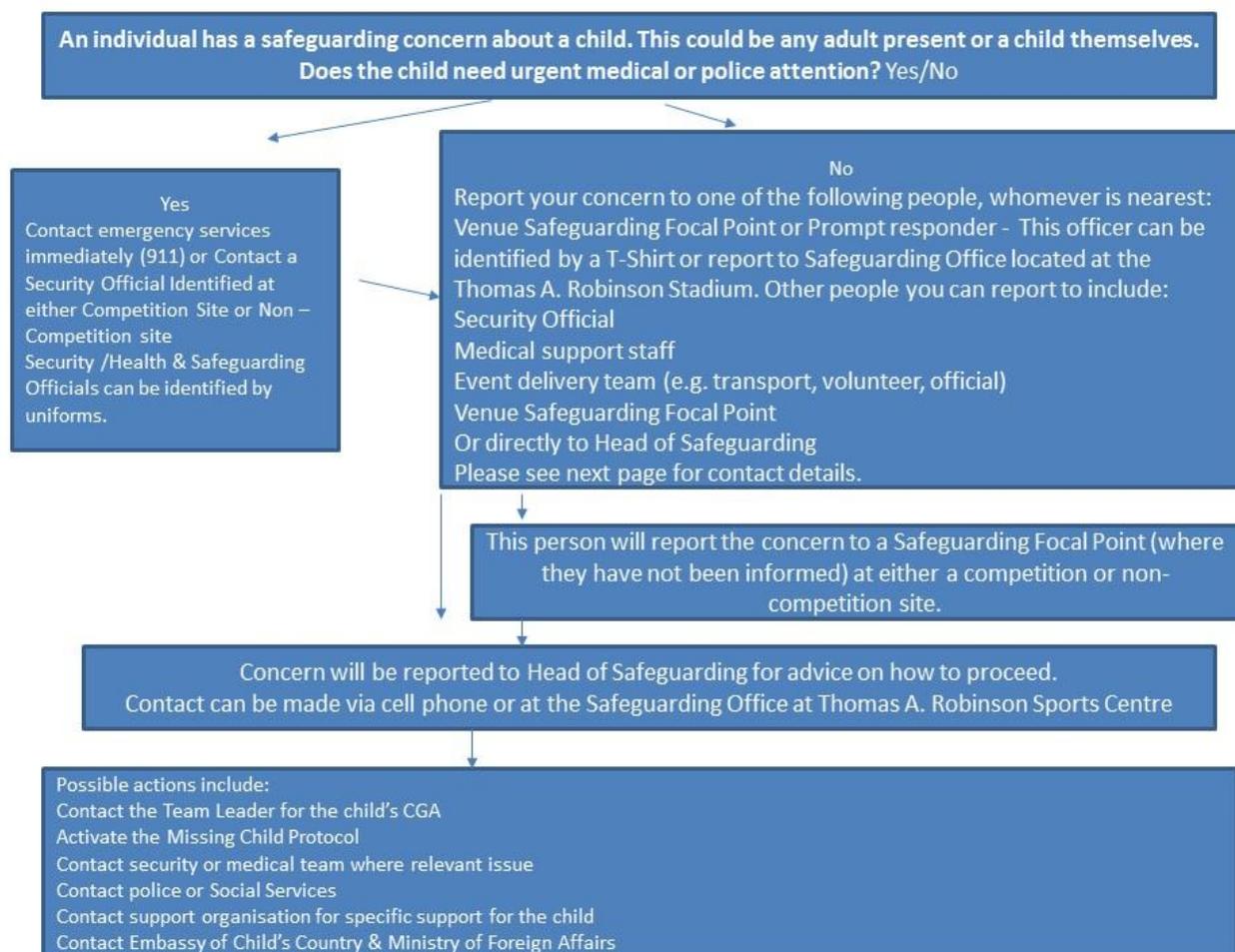
Whenever safeguarding concerns arise about any child present at the Games please follow the process outlined below:

- Where you are concerned that a child needs emergency Police or Medical attention contact emergency services on 911 immediately.
- All other safeguarding concerns should be reported to one of the individuals listed in the flowchart below. Please report through the nearest and therefore quickest route.
- Safeguarding personnel will be identifiable on their T-shirts. Safeguarding concerns can be reported to anyone in an official games delivery role – these are also listed in the flowchart below.
- This person will report the concern to either the Venue Safeguarding Focal Point or Directly to the Head of Safeguarding who will give advice about how to proceed and will contact external referral agencies for support and assistance.
- Possible external referral agencies are listed in the Flowchart below.
- The Safeguarding Focal Point or Head of Safeguarding will also advise on completion of the Safeguarding Incident Form which can be found at Appendix 4 of this document.
- Where a child is missing the Missing Child Protocol should be followed – please see details of this below.
- Where there is a major incident please follow the directions of security staff.

### **Please be mindful of the following**

- Ensure support is provided for the child throughout the entire process
- Document what steps have been taken and the outcomes of those steps
- Information should be shared on a need to know basis only and should remain confidential other than where it is necessary to share information to protect the child
- Do not share information with the child's team without guidance
- Always advise the Safeguarding Office of any matters or new developments of a new or existing case

## a) Flow Chart



### Important notes:

- Ensure support is provided for the child throughout the entire process
- Document what steps have been taken and the outcomes of those steps
- Information should be shared on a need to know basis only and should remain confidential other than where it is necessary to share information to protect the child
- Do not share information with the child's team without guidance
- Always advise Safeguarding Office of any matters or new developments of a new or existing case

## b) Contact Details for Child Safeguarding Personnel

Head of Child Safeguarding	Mr Darron Turnquest, Director of Youth, Ministry of Youth, Sport & Culture	+1 (242) Games-time email:
Bahamas Crisis Centre	Ayla Roberts, Psychologist	+1 242 - 328-0922 <a href="mailto:bahamascrisiscentre@gmail.com">bahamascrisiscentre@gmail.com</a>
Bahamas Crisis Centre	Pamela Biefnot, Psychologist	+1 242 - 322-4999: <a href="mailto:bahamascrisiscentre@gmail.com">bahamascrisiscentre@gmail.com</a>
Police		911/919
Security	Mr. Leon Bethel, Chief of Security for the Games	+1 (242) 376-1937
Venue	Kevin Rolle, Chief of Security QE Sports Centre	+1 (242) 477 7395
Transport	D'Anne Barrett	+1 (242) 525 6499

**Further contact details and details of the reporting process will be shared in a concise Safeguarding handbook which will be distributed on arrival at the Games.**

### **c) Referral bodies**

The following is a summary of potential referral bodies for safeguarding concerns

**Bahamas Crisis Centre** - The Bahamas Crisis Centre exists to offer free counseling and services for men, women and children who are experiencing any form of abuse; family, relationship or behavioral problem. They will be available throughout the Games should any child require specialist support.

**Sandilands Rehabilitation Centre** - Sandilands Rehabilitation Centre is the Bahamas' national resource for Psychiatric, Geriatric and Substance Abuse Services. Hospital cares for the elderly with medical, social and psychiatric problems; and the Sandilands Hospital that cares for the mentally and physically challenged children, adolescent and adult clients.

**Princess Margaret Hospital** - This acute care facility specializes in inpatient services with a complement of 402 beds, including a nine bed Intensive Care Unit. Our services, which are supported by a staff of approximately 1,989, provide primary, secondary and tertiary level care, including Accident & Emergency services and a full span of diagnostic and therapeutic services.

**Royal Bahamas Police Force** - The Royal Bahamas Police Force, in partnership with all citizens, residents and visitors, exists to provide quality law enforcement service, with emphasis on the maintenance of law and order, the preservation of peace, the prevention and detection of crime and the enforcement of all laws with which it is charged.

**Department of Social Services** - Provides services to children under the age of eighteen who have been subjected to any form of abuse or neglect and is the government agency responsible for Child Protection, Child Care Facilities, and Child Placement. The DSS will be available throughout to support the implementation of the Safeguarding Plan and will specifically be available to advice and support should a serious safeguarding incident occur. Further information about the Ministry of Social Services and Urban Development including definitions of abuse and guidance on how to respond to a direct disclosure by a child can be found in Appendix 1 below.

**Office of Attorney General** – The Office of the Attorney General and Ministry of Legal Affairs is primarily responsible for: providing timely legal advice to the government and statutory bodies; providing the most efficient and effective legal representation for the government in national and international matters; and drafting legislation.

**For security roles please see Appendix 2 below**

**d) Safeguarding Incident Form – Please see Appendix 4 below**

## **7. Codes of Conduct**

### **a) Code of conduct for coaches and officials**

**As a coach, adult team member (this includes all other team related roles) or official at this event I will:**

- Place the welfare of children above all other considerations including winning.
- Treat all children involved with respect regardless of their age, ability, sexual orientation, ethnicity, gender, religion or nationality.
- Support and encourage all child athletes participating in this event, including those of others teams.
- Maintain appropriate boundaries with children throughout the event. I will remember that I am in a position of trust and it is therefore inappropriate, and may be illegal, for me to engage in any intimate relationship with any child involved. This also includes not sharing personal contact details, including social media, with any children involved (other than where they are a relative).
- Ensure to the best of my ability that, the rules and boundaries set by the Bahamian Organising Committee are upheld, including curfews, by all of my team including the child athletes.
- Ensure the athletes I am responsible for are appropriately supervised whilst in transit between venues, and at the hotels, and participating in Athlete Impact Lab workshops.
- Ensure all relevant athlete medical information is accessible to the Medical Team or as appropriate for emergencies.
- Avoid spending time alone with children (other than where they are a relative) where my actions cannot be accounted for.
- Not spend time in the bedrooms of any child I am not related to.
- Ensure all children I am responsible are aware of how they can access support if are concerned about anything.
- Be vigilant to notice signs of safeguarding concerns arising and to report these as soon as possible through the appropriate channels.
- Respect the decisions made about the outcome of competitions role modelling being a supportive team member and gracious in defeat where necessary.
- Encourage fair play and good sportsmanship throughout the games from everyone in my team.
- Not consume alcohol or smoke while responsible for the care of children.
- Not shout at, humiliate or purposely undermine anyone in my team, including and especially the child athletes.

## **b) Code of conduct for child athletes**

**As an athlete at this event I will:**

- Compete to the best of my ability throughout the competition.
- Treat everyone involved in the games with equal respect regardless of how different they may be from me and especially if they are on another team.
- Respect the decisions of the officials and will not aggressively challenge them.
- Abide by all of the rules set by the Bahamian Organising Committee including a curfew of 10pm except where the competition schedule or planned events by the Organising Committee require you elsewhere, and not going into prohibited areas.
- Not spend time in the rooms of members of the opposite sex.
- Not attempt to purchase or consume alcohol, which I understand for under-18's would be illegal.
- Remember that I am ambassador for my country and for the Commonwealth Games Association and my behaviour will reflect on them.
- Try at all times to be a supportive team player, even when I need to be gracious in defeat.
- Not use insulting, racist, homophobic or sexist language towards anybody throughout the games.

## **c) Code of conduct for all other adults involved**

**As an adult involved in supporting the delivery of this event, whether in a paid or voluntary role, I will:**

- Place the welfare of children above all other considerations.
- Treat all children involved with respect regardless of their age, ability, sexual orientation, ethnicity, gender, religion or nationality.
- Maintain appropriate boundaries with children throughout the event. I will remember that I am in a position of trust and it is therefore inappropriate, and may be illegal, for me to engage in any intimate relationship with any child involved. This includes not sharing any personal contact details, including social media, with any children involved.
- Enforce, to the best of my ability, the rules and boundaries set by the Bahamian organising committee in a way that is fair and respectful.
- Exercise my duties with a positive and encouraging attitude and demeanour.
- Not spend time alone with children (other than where they are a relative) where my actions cannot be accounted for.
- Not spend time in the bedrooms of any child I am not related to.
- Be vigilant to notice signs of safeguarding concerns arising and to report these as soon as possible through the appropriate channels.

- Not consume alcohol or smoke while acting in the role for the games.
- Recognise that I am an ambassador for my country and organisation and my conduct should reflect these to the highest standards.

## **8. Hotels/Accommodations Policy**

### **Breezes Code of Conduct – add as an appendix**

All hotels that will be working with the games have been identified as child friendly spaces. These hotels will work to ensure the following:

- Promote and prioritize the safety and wellbeing of children and vulnerable adults;
- Provide assurance to game officials and other parties that reasonable steps to manage risks and keep children and vulnerable adults safe; this is inclusive but not limited to the adequate training of employees and security guards to be mindful of the population they are serving and to remain vigilant for all indications of a potential risk for a child.
- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- Prevent the employment of individuals in work with children and/or vulnerable adults where they can pose an unacceptable risk to vulnerable groups;
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact with Hotel staff.

It is expected that all athletes will follow the rules and curfews stipulated by the hotel and remain respectful to the staff of the hotel who are enforcing such rules.

Team Managers and members should remain vigilant to ensure that all child athletes are within the age appropriate designated spots within the hotel to avoid potential risk that they might be exposed to.

Ensure that all members of your delegation have read and are following the policies set out by each hotel they are either visiting or staying in.

Please be sure to comply with policies of the Hotel in which your athletes are staying.

## **9. Transportation of Athletes Policy**

- Buses are scheduled to leave all athletes' hotels on the half hour beginning at 6:00 am. Buses will be on site at 5:30 am. Buses do not travel empty. They will not move off until all passengers are seated. All routes are picked by the CYG and bus drivers adhere to these routes. Police and Road Traffic departments are informed of

designated routes. Buses pull up in front of the hotel lobby entrances for boarding. Disembarking is also in safe zones at all locations.

- The buses are all equipped with seat belts. Buses hold 22 – 29 passengers. Only persons wearing accreditation badges will be transported on the buses. Bus drivers are all public licensed drivers and know who to contact in an emergency.
- All Drivers are vetted by the Royal Bahamas Police Force and the Road Traffic Department. Submission of Police Records is a mandatory part of being approved as drivers.

## 10. Medical provision

Specialist medical provision has been made to support this event and ensure anyone who needs medical assistance will be receive it in a timely and professional manner. The following is in place:

- Medical provision is in place at all of the venues including the three hotels.
- Professional physicians and nurses will be on site at all venues and hotels.
- 9 ambulances will be on site at all venues and can be alerted through the safeguarding reporting process if necessary.
- Hospitals have been alerted to be on stand-by should anyone need hospital treatment.
- Medical Staff will be easily identifiable in every venues as they will be in medical uniform.
- Psychiatrists, psychologists and sociologists will be available should anyone require their support or intervention.

How any medical examination will be carried out – not in a public space, and with an appropriate adult or chaperone? Policy of behaviour and conduct.

Clarity of how passing of urine for drug testing done in a way that puts the safety of

Following WADA Guidelines - ASK Ann-Louise [anything from Michelle?]

Text for foreign officials

Bahamas provsion – medical doctors, nurses

Teams – travelling with own medical staff, must be approved by the Bahamas Medical Council for their medical qualifications.

If medical doctor is male...

## 11. Missing Persons Policy

If a child goes missing during the event the procedure below should be followed:

Members of the child's team will conduct an initial search of the perimeter while providing security and safeguarding with the last place the child was seen. At this time

any other information will be retrieved along with further searches once ninety (90) minutes has elapsed. Ninety (90) minutes will be used as the baseline of time before the matter is escalated to security and other officials they deem necessary to contact.

- ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out
- report the incident to an games official who can provide direction to the member of the team reporting the incident
- organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area; request all those searching report within a short time, dependent on the size of the area being searched
- make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police
- report the concern to the police if the search is unsuccessful and no later than 90 minutes after the initial missing person report if the search is ongoing
- follow police guidance if further action is recommended and maintain close contact with the police
  - ensure that you inform all supervising adults involved
  - Security will be made aware of each action as it progress at the point of the report. However, full enforcement will take place ninety (90) minutes after a preliminary search proves unsuccessful.
  - Once all of the security steps have been taken a Marco Alert will be issued by the authorities.

## 12. Social Media

The following policy provides guidelines on how to use social media sites and Internet communication safely, for all adults and children involved.

*Commonwealth Youth Games participants*, staff and volunteers:

- Shall appropriately communicate information via general instant messenger programs or email and will limit that contact to management participants. **Not prohibit use of IM, but should be limited to that purpose**
- Agree to refrain from any proactive one-on-one communications with *a child participants* on electronic or social networking sites. Where email or phone is used for making practical arrangements and keeping a track of children's whereabouts for safety reasons, at least one other adult should be copied into all correspondence.
- Refrain from accepting invitations to profiles, groups, and events, and not initiate any type of private communication with a child participating on watching the games. Responses to minor-initiated communications should only be accepted on professional public social media sites and not personal pages.
- All participants must be respectful of *Commonwealth Youth Games*, its youth and adult participants, officials and its policies in all postings in profiles, blogs and other mediums of Internet communications.
- All participants will agree that blogs, social media sites and other mediums of Internet communication are not the place to ridicule any participant in the games and will therefore not disrespect anyone else involved in the games via social media channels.
- Participants will not use a social networking profile, group page, blog, or other Internet medium to discuss behaviour that is contrary to including, but not limited to, alcohol or drug use, sexual behaviour, delinquent behaviour, etc.

## 13. Photography

It is critical that all participants inclusive of professional and nonprofessional photographers be respectful in how photographs are taken and used and ensure that their actions reflect the spirit and values of the games. Children and/or their carers have a right to request that a child's image is not published and there could be important safeguarding reasons why they should not have their image used in public.

While photography can be of great benefit and capture amazing moments of this event, the following should be noted and respected.

- No film or photography of any kind should take place in changing facilities or accommodation blocks
- Do not use children's full names in photograph captions. If a child is named, avoid using the photograph
- There will be media and professional photographers present during the event. The photographer or media personnel should seek the permission of the athlete and Team Leader before photographs and news stories are published.
- Photographers must obtain the child's permission to use their image and respect their decision if they decline to have their picture taken or for them to be placed on video
- At no time should a child be photographed in a moment where the photo can be used to humiliate the child (crying, passed out, frantic) this alone can be an emotionally difficult circumstance for the child and can prove to further exacerbate the situation
- A child should only be photographed where he/she is wearing suitable clothing. Competitive swimwear is suitable but images must never be provocative, sexually suggestive or inappropriate
- At no time should a photographer unknown to the child retrieve information that links the picture and the child's personal information. Too much information provided on a child could permit opportunity for the child to be at risk of being taken advantaged of or approached by a stranger who can use the information to support inappropriate actions.
- State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.
- At no time should photographers have unsupervised access to children.
- All photographers should be properly credentialed and within the allocated zone for the games. (Restrooms, medical, massage, hotel rooms) are all off limit. They should wear their ID Pass at all times and this should be clearly visible.
- At no time should a photographer solicit a child to take photographs off site or for some other purpose unrelated to the games.

## **APPENDIX 1:**

### **Supporting Organisations Roles and Protocols**

#### **THE MINISTRY OF SOCIAL SERVICES AND URBAN DEVELOPMENT DEPARTMENT OF SOCIAL SERVICES - CHILD PROTECTION PROCEDURE**

##### **CHILD PROTECTION GUIDANCE**

##### **PROCEDURE FOR HANDLING CONCERNS**

Where a specific child protection concern has been reported through the internal Youth Games process and then to Social Services, and there is reasonable concern that a child may have suffered significant harm, this must be escalated as soon as possible to the Social Services Team Leader.

Reporting process will follow the procedure as outlined by the Child Protection Act 2007

All concerns/incidents must be recorded on Intake/Incident Form

Intake Form is included in Appendix I

##### **DURING THE GAMES BE MINDFUL OF THE FOLLOWING:**

**BE ALERT** – of a concern, notice of a problem or you receive a direct disclosure

**RESPOND** – reassure the child/young adult and explain to them what you have to do

**RECORD** – make a clear and verbatim record of what was shared with you or what you actually observed regarding the incident/concern

**REFER** – make urgent contact with Team Leaders and complete Intake/Incident form for the following:-

a child/young adult has been accidentally or hurt otherwise

a child/young adult appears to be depressed or distressed in any manner

a child/young adult gives a direct disclosure

any concerns/incident that occurs with a child/young adult

a child/young adult that needs to be restrained

**REMEMBER** – It is not your responsibility to decide whether a child/young adult has been abused but it is your responsibility to report any or all concerns

##### **TYPES OF ABUSE**

All Volunteers should know what the term “abuse” entails and are able to recognize when there is a need to report and refer. Types of abuse include:-

**Sexual** - Rape, sexual assault or sexual acts to which the child/young adult has not consented, could not give consent and or was pressured into consenting. Voyeurism, digital manipulation, pornography etc.

**Physical** – Slapping, shoving, kicking, twisting of limbs, misuse of medication, inappropriate sanctions or restraints

**Neglect** – ignoring medical or physical care needs, failure to access appropriate health, social services, withholding if medication, adequate nutrition etc.

**Emotional** – Verbal assault or intimidation, threats of harm or abandonment, humiliation, bullying and harassment

## **RESPONDING TO A DISCLOSURE**

Concerns or incidents that may be disclosed include but not limited to the following:-

- abuse occurring inside/outside the hotel or at a sporting event
- suspicion or allegation of misconduct by a participant
- suspicion or allegation of abuse by a child/young adult
- suspicion or allegation of inappropriate behaviour by a Coach, Official, Volunteer or other professional
- suspicion or allegation of abuse by a Coach, Official, Volunteer or other professional

It is important to listen carefully to the information that a child/young adult discloses. Ensure that the area is quiet and comfortable so that the child/young adult can talk freely without interruptions. Inform Shift Supervisor of your location so that you are not alone with the child/young adult or out of sight from others for any length of time.

- React calmly so that the child/young adult is not frighten
- Show that you are listening intently to the child/young adult with positive body language and eye contact
- Reassure the child/young adult to reassure them that they were right to disclose
- All information should be taken in confidence
- Keep questions to a minimum to ensure a clear and accurate understanding of what is disclosed
- Record what was disclosed and your observations of the child/young adult
- Be honest and tell the child/young adult that the information disclosed must be reported and investigated
- Do not panic when the information is disclosed
- Do not show shock, distaste or disbelief
- Do not probe for more information that is offered
- Do not speculate or make assumptions

- Do not make comments about the alleged predator
- Do not offer personal information or experiences with your children/family
- Do not approach the alleged predator
- Do not make promises or agree to keep secrets

## **Appendix 2: Security:**

In February 2017, Metro Security Solutions Firm which is headed by Senior Assistant Commissioner of Police Leon E. Bethell (retired) officially accepted the responsibility as the lead security Firm for the Bahamas Commonwealth Youth Games 2017. Hence, it was agreed that Metro security solutions will provide professional security services for the safety and security of all aspect of living accommodation and venues for the games. It will also coordinate and collaborate with all law enforcement personnel including Police Defence and private security for the effective management of security operations.

Metro Security will also collaborate with medical teams from the Ministry of Health, Child safety teams from the Ministry of Social Services and other organizations for the enforcement of the UN charters and protection of the athletes.

### **Method**

Metro Security Solution will ensure that a system of check points be established at all venues to ensure that law and order is maintained for the duration of the games. Hence, Metro Security Solutions will;

- Work closely with the Royal Bahamas Police Force, the Royal Bahamas Defense Force, and private security to ensure that every person is properly screened before being allowed access through a check point.
- Ensure that no person passes through a check point with prohibited drugs, firearms of offensive weapons.
- Ensure that no person passes through a check point with alcoholic beverage.
- Ensure that no person passes through a check point with food items or beverages.
- Ensure that no person passes through a check point with merchandise for sale or engaged in ambush marketing.

### **Metro Security Solution command /Structure and responsibilities**

Security operation for the Commonwealth Youth Games will be under the Command of Leon. E. Bethell assisted by Ronald Campbell and Clement Lightbourne. Leon Bethell will utilize the radio call sign Alpha Youth Games; Ronald Campbell, Alpha Youth Games #1; and Clement Lightbourne, Alpha Youth Games #2. All other communications will follow the sequence of Youth Game 1,2,3, etc.

### **Welfare**

The welfare of staff of Metro Security Solutions is the number one priority. Liability insurance in the amount of One Million Dollars \$1,000,000.00 has been secured by Metro Security to adequately address any contingency associated with the execution of security operation at the Bahamas Commonwealth Youth Games. Metro Security will therefore:

- Examine the physical and mental condition of all to ensure that they are fit and psychologically prepared for duty.
- Ensure that all staff members are fully aware of their role as security personnel.
- Ensure that all staff members are allotted at least two break periods during their tour of duty and are afforded bath room breaks as needed.
- Ensure that welfare officers visit and communicate with every officer on static points to monitor and assist with welfare issues.
- Ensure that welfare officers provide water and refreshments to officers on static point duties.

## **Operations**

Metro security solutions will work in partnership with other private security firms, the Royal Bahamas Police Force and the Royal Bahamas Defence Force to execute a world class security operation. Hence, Metro Security solutions will:

1. Provide a strong presence of uniform security personnel throughout all venues during the games.
2. Provide security and protection for all
3. Assist with the orderly ingress and egress of all athletes, officials, spectators and VIPs to the venues and games villages.
4. Assist with spectator control
5. Assist organizers, first responders and medical teams with any medical emergencies **or safeguarding incidents.**
6. Assist Police with the taking of reports, interviewing complainants and witnesses and assisting with arrest and detention of wanted suspects.
7. Assist with maintenance of Law and order.

## **SECURITY GUARD CODE OF ETHICAL CONDUCT (To be read in addition to the code of conduct for all adults involved above)**

1. Conduct myself with honesty and adhere to the highest moral principles in the performance of my security duties.
2. Must not drink alcoholic beverages immediately before or during tour of duty.
3. Always be on the alert.
4. Immediately report to supervisors' complaints of missing persons, who shall notify the police (Child Protection (Amendment) Act 2014, "Marco Alert").

5. Will not engage in any unnecessary (sexual) conversation with an athlete unless receiving a complaint of that nature.
6. Will not engage or take an athlete away alone.
7. Familiarize yourself with signs of Trafficking in Person and report to supervisors who will report to the relevant authority.
8. Know games village/venues evacuation plans.

## **Appendix 3:**

### **Welfare of the Child is paramount**

One of the guiding principles in all matters involving children is the welfare of the child or the best interest of the child. This is clearly outlined in the Child Rights Convention and Child Protection Act.

Article 3 of the Convention relates to the Best Interest of the Child and is particularly noteworthy in these premises. Article 3 provides the following:

*“1. In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interest of the child shall be a primary consideration.*

*2. States parties undertake to ensure the child such protection and care as is necessary for his or her well-being, taking into account the rights and duties of his or her parents, legal guardians, or other individuals legally responsible for him or her, and, to this end, shall take all appropriate legislative and administrative measures.*

*3. States Parties shall ensure that institutions services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the area of safety, health, in the number and suitability of their staff as well as competent supervision.”*

Accordingly, throughout the games the guiding principles is the best interest of the child. This principle is fundamental and should be applied in all circumstances involving the athletes

## Appendix 4:

# Safeguarding Incident Reporting Form

You will not have all of the information for the form. Please leave sections blank where you do not have details

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth (if known) :
Which team is the child from? (if known): <i>Please state</i>	Does child have a disability (If known): <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Carer/Team Leader's name(s) (If known):	
Contact information (parents/carers) (If known):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name (If known):</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident (If known – do not interview the child just record enough information to escalate:	

Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: <i>Name:</i>  <i>Position within the club or relationship to the child:</i>  <i>Date of birth (if child):</i>  <i>Address:</i> <span style="float: right;"><i>Postcode:</i></span> <i>Telephone number:</i> <span style="float: right;"><i>Email address:</i></span>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i>  <i>Position within the club or relationship to the child:</i>  <i>Date of birth (if child):</i>  <i>Address:</i> <span style="float: right;"><i>Postcode:</i></span> <i>Telephone number:</i> <span style="float: right;"><i>Email address:</i></span>	
Please provide details of actions to date including when the concern was reported to the Games Head of Safeguarding:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details: <i>Name of organisation / agency:</i>  <i>Contact person:</i>  <i>Telephone numbers:</i>  <i>Email address:</i>  <i>Agreed action or advice given:</i>	

<b>Your Signature:</b>		<b>Print name:</b>	
<b>Date:</b>			