



**S.C.P. Japan ~Sports for Creating Pathways~
Procedures for handling reports on safeguarding.**

[INTRODUCTION (preamble)]

S.C.P. Japan (hereafter referred to as 'the Organization') is an organization that aims to achieve its vision of 'Creating a better future where everyone can be who they truly are.' through sport and exercise.

In December 2020, the organization formulated its Safeguarding Policy to oppose discrimination of any kind and protect fundamental human rights on any grounds, including disability, race, colour, gender, sexual orientation, language, religion, political opinion, origin, economic level, and other status.

Violence, abuse, and harassment continue to occur in sport and physical education, not only in Japan but also in other parts of the world. Many studies have shown that closed sport and physical education settings, where power differentials between leaders and athletes, facilitators and participants can easily become a breeding ground for violence, abuse, and harassment. In recent years, international sports organizations, from the International Olympic Committee (IOC) to many grassroots sports programs, have been encouraged to develop and implement safeguarding policies. Furthermore, the International Safeguards for Children in Sport has designated 8 August as #SaferSportDay every year to raise awareness of the responsibility to keep children safe and secure in sport. The responsibility to maintain safety and security on the sports field is raised.

The Organization is committed to the promotion of diversity, equity and inclusion through sport and exercise, with the aim of creating a convivial society, and we believe that we have a duty to turn a blind eye to this negative aspect of sport, to prevent all forms of violence, abuse and harassment and to create a safe environment for people to participate in the Organization's programs.

In the course of its activities, the Organization's staff and all those involved will adhere to this policy and further increase their awareness of the need to protect children and other participants from all kinds of increasingly diverse hazards. In order to create a safe future where every person can live their own life, we are committed to safeguarding in all our activities through the four pillars of prevention, reporting, response and communication.

[PURPOSE]

The purpose of this policy is to protect people, in particular children, adults at risk and those in receipt of assistance, from any harm resulting from their involvement with this organization. Harms included herein are due to the following.

- The harms by the actions of the organization's staff and stakeholders
- The harms by the design and implementation of the organization's program activities

This policy sets out the organization's obligations and clarifies its responsibilities in relation to safeguarding to staff and stakeholders.

[WHAT IS SAFEGUARDING?]

Safeguarding means protecting people's health, well-being and human rights and enabling everyone to live free from all harm, abuse, neglect and exploitation. It means protecting people's health, well-being and human rights and enabling everyone to live freely and protected from all harm, abuse, neglect, and exploitation. In our organization, it is 'the responsibility of an organization to ensure that the people, operations and business associated with the organization do not cause any form of harm to children or adults at risk'.

[SCOPE (of a document)]

- All staff, officers, stakeholders, and persons associated with the organization
- The period during which the relevant person is engaged in undertaking or actually visiting work related to the organization.
- Persons associated with the organization shall be
 - Volunteers and Intern
 - All contractors, including consultants
 - All partners, including co-operating organizations
 - Guests, visitors, and supporters (individual and corporate) who participate in the activities

[PREVENTION]

Responsibility of the organization

The organization is committed to below:

- To ensure that all staff have read this policy carefully, understand it thoroughly and are aware of their responsibilities the organization undertakes to ensure that all staff have read and fully understand this policy and are aware of their responsibilities.
- All programs and activities are properly designed and handled so as to protect people from any harm that may result from contact with the organization. programs and activities are properly designed and handled to protect people from any harm that may result from contact with the organization. This includes personal information collected in the course of our programs.
- Strict procedures for safeguarding are in place when recruiting, managing, and deploying staff and personnel/stakeholders.

- To ensure staff receive safeguarding training at a level appropriate to their role in the organization.
- To follow up on reports of safeguarding concerns promptly and in accordance with appropriate processes. Follow up on reports of safeguarding concerns in accordance with a prompt and appropriate process.

(Staff responsibilities).

1. child protection

The organization's staff and officials will

- not have sexual relations with any child under the age of 18
- not sexually abuse or sexually exploit children.
- not take place physical or psychological abuse of children. Nor will neglect children.
- not engage in any commercial exploitative activities against children, including child labor and trafficking.
- not discriminate in any way or treat children unfairly in violation of their rights.

2. protection of adults

The organization's staff and officials will

- not sexually abuse or sexually exploit adults at risk.
- not physically or psychologically abuse adults at risk. Nor will abandon custody (neglect).
- not treat all adults unfairly or in any way discriminate against them in violation of their human rights.

3. others

The staff and officials of this organization

- prevent breaches of the Safeguarding Policy and create and maintain an environment conducive to policy enforcement.
- have a duty to report any concerns or suspicions of breaches of the Safeguarding Policy by the organization's staff and stakeholders to the appropriate officials.

[REPORT]

The organization ensures that staff and the communities with whom it works have a safe, appropriate and accessible means of reporting safeguarding issues. The organization also accepts complaints from external parties such as the general public, operational partners and public authorities.

(How to report safeguarding concerns)

Staff who are unhappy or concerned about safeguarding should immediately report it to the Safeguarding Officer (if necessary) or their manager. If staff

are not happy to report to the Safeguarding Officer or their manager (for example, if they feel their report has not been taken seriously, or if that person is involved in the concern), they can report to another appropriate body. For example, the following organizations.

- Japan Sports Association
- Local welfare and health authorities

[SUPPORT]

The organization will follow up on concerns about policies and procedures, reports on safeguarding, legal obligations (The organization will refer to the procedures for reporting and responding to safeguarding concerns in the relevant policies).

- The organization applies appropriate disciplinary action against staff in breach of policy.
- The organization will ensure to support people who harmed by staff, officials or other relevant persons: survivors, whether or not a formal internal response (e.g. internal investigation) is undertaken. Decisions regarding support will be made in line with the wishes of the survivor.

[MAKE SOMEONE AWARE]

- The organization will endeavor to disseminate this Policy widely.
- This policy ensures to apply not only to the main business activities themselves, but also to surrounding activities. For example, the policy is explained as far as possible to all visitors, including members of the press on interviews, politicians, and businesspeople on inspection tours, as well as to all visitors. In particular, for members of the press/journalists, we will set out in advance the arrangements for the protection of children, young people and adults who are at risk.
- Explain this policy to all children (and adults at risk) who participate and engage in activities, make it easy for them to seek advice when they want to, and make them aware of the 'Safeguarding Contact Point/Help desk'.

[DUTY OF CONFIDENTIALITY]

When dealing with safeguarding issues, it is essential that confidentiality is maintained throughout the process. Information about the issue and subsequent action will be shared on a need-to-know basis and make sure always under the appropriate and secure information management.

< HISTORY >

Safeguarding policy

December 2022 Enacted, applied

June 2021 revised

April 2022 revised

Relevant guidelines

- Safeguarding Code of Conduct
- Procedures for Handling Safeguarding Reports

Definitions of each word:

- **Child:** A person under the age of 18.
- **Adults at risk:** Sometimes referred to as vulnerable adults. A person who needs or may need care because of disability, age, or illness; who has difficulty in taking care of himself or herself; or who has difficulty protecting himself or herself from serious harm or exploitation.
- **Harm:** Physical and psychological abuse, sexual abuse, sexual exploitation, neglect, commercial exploitation, or any other violation of an individual's rights.
- **Physical abuse:** Punching, kicking, hitting, throwing, shaking, severely shaking, burning, drowning, strangling, restraining to a room with a rope, etc., that causes or is likely to cause actual or threatened bodily harm to another person, whether an adult or a child.
- **Psychological abuse:** Interfering with mental health by inflicting ongoing psychological/mental harm, such as (but not limited to) calling that makes a bad impression, constant criticism, disrespect, persistent shaming, solitary confinement, isolation, or other humiliating and degrading treatment.
- **Sexual abuse:** Actual or threatened physical penetration of a sexual nature by violence or under unequal or coercive conditions.
- **Sexual exploitation:** it means actual or attempted abuse or mistreatment that abuses a position of vulnerability, differential power, or position of trust with an opponent for sexual purposes. It includes, but is not limited to, deriving profitable, social, or political advantage from the sexual exploitation of another.
- **Neglect:** The persistence of a situation that does not substantially meet the basic physical and mental needs of the child (and adults at risk), even if the behavior is generally accepted in that society due to differences in context and circumstances, such as culture and customs.
- **Commercial exploitation:** Exploiting others in their work or other activities for one's own (economic) gain, to the detriment of their physical or mental health or educational, moral, or social development.
- **Safeguarding:** Safeguarding means protecting people's health, well-being, and human rights and enabling them to live free from any harm, abuse, exploitation, or neglect. For this organization, it is "the responsibility of the organization to ensure that the people, operations, and business of the organization are free from all forms of harm to children and adults who are at risk.
- **Survivor:** A person who has been abused or exploited. The term "survivor" is often used in preference to "victim" because it implies strength, resilience, and the ability to survive, but how one identifies oneself is a personal choice.