

# Safe Ju-Jitsu Policy

Version 1.0.1



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# 1. Introduction

In November 2018, the Ju-Jitsu International Federation (JJIF) Congress approved the Safe Sport Environment Policy, which states the organisation's belief and commitment to work towards a "*fun, healthy, inclusive and safe environment*" for the sport of Ju-Jitsu.

The JJIF Safe Ju-jitsu Policy aims to follow through with the application and responsibilities stated in the JJIF Safe Sport Environment Policy.

## 2. Organisational Context

### 2.1. JJIF Statutes and By-laws

The commitment to safeguard JJIF participants from harassment and abuse is stated in the JJIF's Statutes and By-laws in the following sections:

*Section 4 - Mission, Vision, Values and Goals of the JJIF:*

*(Section 4.2) Be compliant with the Olympic Movement's guidelines on the Prevention of Harassment and Abuse in Sport by producing policies and procedures aligned with the IOC Safeguarding Toolkit;*

*(Section 4.3) To prevent and act against any form of discrimination, harassment and abuse in the sport of Ju-jitsu*

*Section 11 - The JJIF Continental Unions:*

*(Section 11.3) To take action against any form of discrimination, harassment and abuse in the sport of Ju-jitsu by implementing the Safe Ju-jitsu policy in their areas of concern*

*Section 13 - The JJIF National Organizations:*

*(Section 13.3.10) Adopt its own localised policies and procedures for the prevention of discrimination, harassment and abuse in Ju-jitsu aligned with JJIF's Safe Ju-Jitsu Policy*

### 2.2. Other supporting documents

- 2.2.1. JJIF Discipline, Complaints and Internal Dispute Resolution Mechanism (IDRM) Policy
- 2.2.2. JJIF Ethics Commission Statutes and By-laws
- 2.2.3. JJIF Ethics in Ju-jitsu
- 2.2.4. JJIF Code of Ethics

### 3. Organisational Authorities

#### 3.1. International Olympic Committee (IOC) Consensus statement 2007, 2016

*“All athletes have a right to engage in ‘safe sport’, defined as an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes.”*

#### 3.2. IOC Code of Ethics

*“Article 1.4 of the IOC Code of Ethics (version dated 2016) states:*

*Respect for international conventions on protecting human rights insofar as they apply to the Olympic Games’ activities and which ensure in particular:*

- Respect for human dignity;*
- rejection of discrimination of any kind on whatever grounds, be it race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status;*
- Rejection of all forms of harassment and abuse be it physical, professional or sexual, and any physical or mental injuries.”*

#### 3.3. IOC Basic Universal Principles of Good Governance

*“6.2 Protection of athletes*

- Measures should be taken to prohibit the exploitation of young athletes;*
- Athletes should be protected from unscrupulous recruiters and agents;*
- Cooperation with the governments of the countries concerned should be developed;*
- Codes of conduct should be signed by all sports organisations.”*

#### 3.4. UN Convention on the Rights of a Child (UN CRC)

- 3.4.1. The JJIF supports and abides by the UN CRC, which promotes children’s rights as described in the United Nations Convention on the Rights of the Child (1989)

#### 3.5. International Safeguards for Children in Sport pledge

- 3.5.1. The JJIF took the pledge of the International Safeguards for Children in Sport in 2020 to demonstrate commitment to safeguarding children in sports. Below is the pledge.

*Pledge: “We are committed to working towards safer sport for children. To support this, we will promote and advocate for the*

*Safeguards through our networks, and commit to embedding them in our work.”*

## 4. Scope

### 4.1. General Scope

- 4.1.1. The JJIF Safe Ju-jitsu policy covers the same scope as stated in Section 1.5 of the IDRM policy:

*“applicable for JJIF, JJCU, JJNO, affiliated regional organisations and clubs, members of regional organisations and JJCU, including, but not limited to individuals (natural persons), elected or appointed officials, coaches, referees and athletes thereof.”*

### 4.2. U18 participants

- 4.2.1. The physical and mental impacts of all forms of harassment and abuse on athletes under the age of 18 are likely to be greater on developing young athletes who have unique physical, cognitive and psychological vulnerabilities. Particular care must, therefore, be taken to protect them from any form of harassment or abuse.

## 5. Key Terms and Definitions

- 5.1. Significant key terms must be defined to provide clarity and consistency around how safeguarding is understood. The table below defines the important words and concepts found relating to the subject of safeguarding
- 5.2. Definitions of Harassment and Abuse
- 5.2.1. When considering the terms harassment and abuse, we will use the definitions provided in the IOC Consensus Statement (2016).
- 5.2.2. Harassment and abuse can be expressed in five forms, which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect.

**Table 1 - Definitions of Harassment and Abuse**

Psychological abuse	Any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity, and self-worth.
Physical abuse	Non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (e.g., age-inappropriate or physique-inappropriate training loads; when injured or in

	pain); forced alcohol consumption; or systematic doping practices.
<b>Sexual harassment</b>	<b>Any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.</b>
<b>Sexual abuse</b>	<b>Any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.</b>
<b>Neglect</b>	<b>Within the meaning of this document means the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.</b>

- 5.2.3. Harassment and abuse can be based on any grounds, including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited and coercive.

### 5.3. Definitions of other key terms

- 5.3.1. Significant key terms must be defined to provide clarity and consistency around how safeguarding is understood. The glossary below defines the important words and concepts found relating to the subject of safeguarding.

**Table 2 - Definitions of Other Key Terms**

<b>Key Term</b>	<b>Definition</b>
Aiding and Abetting	Any act taken with the purpose of facilitating, promoting, or encouraging the commission of violations.

Bullying / Cyberbullying	Unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying (or cyberbullying if conducted online) can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone.
Child / Children	Any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.
Emotional Abuse	A continuing pattern of inappropriate verbal or symbolic acts toward a child or failure over time to provide a child with proper care. Emotionally abusive behaviour includes but is not limited to threats, rejection, isolation, belittling, and name-calling.
Emotional Harm	The negative emotional impact or consequences upon a child or vulnerable adult because of direct or indirect actions by another person.
Emotional Misconduct	Any act or conduct described as emotional abuse or misconduct.
Harm	The negative impact or consequences upon a child or vulnerable adult because of direct or indirect actions by another person.
Hazing	An organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members.
Negligence	Acts of omission regarding athlete safety. For example, depriving an athlete of food/or drink; insufficient rest and recovery; failure to provide a safe physical training environment; or developmental age-inappropriate or physique-inappropriate training methods.
Physical Harm	The negative physical impact or consequences upon a child or vulnerable adult because of direct or indirect actions by another person.
Physical Misconduct	Any intentional contact or noncontact behaviour that causes, or reasonably threatens to cause physical harm to another person.
Protection	Activities that are required for specific children or vulnerable adults who are at risk of/or are suffering harm through abuse, violence, exploitation and neglect. These steps are usually taken by a trained specialist.
Safeguarding	The internal actions taken by the organisation and its representatives to ensure that people and activities do no harm to all children and vulnerable adults in activities, and that the organisation is able to effectively identify and respond to/refer concerns for someone's safety both internally and externally.



Safe Sport	An athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes.
Sexual Contact	Any intentional touching of a sexual nature, however slight, with any object or body part, by a person upon another person.
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, included but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
Sexual Intercourse	Any penetration, however slight, with any object or body part, by a person upon another person.
Stalking	When a person purposefully engages in an act in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) the safety of a third person, or (iii) to experience substantial emotional distress. Includes "cyber-stalking," wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.
Vulnerable adult	Those aged over eighteen (18) years of age and those who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk.

## 6. Roles and Responsibilities

### 6.1. Ju-Jitsu International Federation

#### 6.1.1. Commitments

- 6.1.1.1. All concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
- 6.1.1.2. All JJIF employees and volunteers who work with athletes are recruited with regard to their suitability for that responsibility and are provided with guidance and/or training in good practice and athlete safeguarding and protection procedures.
- 6.1.1.3. All those in a position of responsibility throughout the organisation recognise it is not their responsibility to determine

if abuse has occurred, but it is their responsibility to report and act on any concerns they have.

- 6.1.1.4. JJIF will ensure that the responding party is assured of a fair process; notice will be provided to the individual/individuals concerned, and they will be given the right to respond before any measure or sanction is applied.
- 6.1.1.5. The JJIF is responsible for ensuring that the standards for safeguarding and protecting athletes, staff and volunteers are maintained and embedded within the organisation.
- 6.1.1.6. The JJIF will ensure that the JJIF Safe Ju-Jitsu Policy details and all subsequent updates are communicated effectively to all the various JJIF Commissions and Committees. JJIF will encourage all Commission and Committee Chairs to list safeguarding as a regular agenda item and record discussions in the minutes.

## 6.1.2. Actions

- 6.1.2.1. JJIF fully acknowledges its duty of care to promote the welfare of athletes and participants and is committed to ensuring that its safeguarding policies and procedures comply with best practices
- 6.1.2.2. JJIF will:
  - 6.1.2.2.1. Appoint a male and female Safeguarding Officer
  - 6.1.2.2.2. Communicate that there is an established person/persons and pathway for reporting
  - 6.1.2.2.3. Provide education and training for all employees and volunteers, JJNOs and disciplines
  - 6.1.2.2.4. Provide support and guidance for all employees and volunteers, JJNOs and disciplines
  - 6.1.2.2.5. Ensure all cases of poor practice that may be abused and any allegations of abuse are dealt with confidentiality and properly and are referred to other agencies if appropriate. Anonymity will be an established principle in dealing with all such cases
  - 6.1.2.2.6. Provide support to all concerned persons
  - 6.1.2.2.7. Convene a Disciplinary Panel when necessary
  - 6.1.2.2.8. Deal with allegations and make decisions according to the JJIF IDRM Policy
  - 6.1.2.2.9. Maintain a record of suspended, disciplined and disqualified persons
  - 6.1.2.2.10. Actively promote best practice in all aspects of athlete management

- 6.1.2.2.11. Encourage all incidents of harassment or abuse (or suspected harassment/abuse) to be reported, regardless of who the offender may be.
- 6.1.2.2.12. Not investigate or attempt to resolve concerns when a criminal offence is suspected. Such cases will be referred by the designated Safeguarding Officer to the relevant public authorities.

### 6.1.3. JJIF Safeguarding Officers

#### 6.1.3.1. The JJIF Safeguarding Officers will:

- 6.1.3.1.1. Take the lead role in the development and establishment of the organisation's approach to safeguarding athletes, participants, employees and volunteers from harassment and abuse
- 6.1.3.1.2. Take the lead role in the production and updating of the Safe Ju-Jitsu Policy and Procedures
- 6.1.3.1.3. Agree safeguarding plans with the Local Organising Committee and host JJNOs at major JJIF international events (World Championships, Junior World Championships), in coordination with the OC [Rer to SC]
- 6.1.3.1.4. Coordinate the dissemination of the Safe Ju-Jitsu Policy, procedures and resources throughout the organisation
- 6.1.3.1.5. Coordinate training and education throughout the organisation
- 6.1.3.1.6. Be the main points of contact for anyone reporting suspected harassment or Abuse
- 6.1.3.1.7. Provide support to anyone who reports possible abuse, and to anyone who has been the subject of abuse.

### 6.1.4. JJIF Safeguarding Response Team

- 6.1.4.1. The JJIF Safeguarding Response Team is a team composed of various relevant personnel/committees/commissions in JJIF to respond to cases (JJIF Safeguarding Officers, Legal, Athletes Commission, Medical Commission)

### 6.1.5. JJIF Ethics Committee

- 6.1.5.1. The JJIF Ethics Committee will handle the cases unresolved by the IDRM Policy or if any conflict of interest is identified within the relevant parties involved in the IDRM policy.
- 6.1.5.2. The services of the JJIF Ethics Committee may be accessed through referral of cases to them.
- 6.1.5.3. The JJIF Ethics Committee Statutes and By-laws state:

“Article 9 of Statutes

b) to investigate complaints raised in relation to the non-respect of such ethical principles, including breaches of the Code of Ethics and, if necessary, propose sanctions to the JJIF Executive Board, to be charged upon the JJIF parties involved.”

## 6.2. JJNOs and members

### 6.2.1. Duty of care

- 6.2.1.1. JJIF acknowledges the duty of care owed by JJNOs to protect, safeguard and promote the welfare of all athletes. JJIF, therefore, strongly encourages all JJNOs to accept and adopt the general principles of safeguarding, defining their own policies and procedures, and modifying as necessary to fit with their own national legal framework.
- 6.2.1.2. JJIF recommends that the member nations use the IOC Safeguarding Toolkit to draw up relevant policies and procedures for their nations.
- 6.2.1.3. JJIF will assist JJNOs in developing their own safeguarding policies.

### 6.2.2. Recommended actions for JJNOs

- 6.2.2.1. Develop and implement a Policy and Procedures for safeguarding and protecting participants from harassment and abuse that is approved and endorsed by the relevant management body of the JJIF and reviewed appropriately (visit [bit.ly/jjnopolicy](http://bit.ly/jjnopolicy) for a sample policy template)
- 6.2.2.2. Ensure such policy and procedures are in line with the standards of the Safe Ju-Jitsu Policy (see list of procedures in [Appendix I](#) )
- 6.2.2.3. Research what their obligations are in relation to mandatory reporting to public authorities or duty to warn within their country/region
- 6.2.2.4. Ensure all participants in the JJNO are aware of and adhere to the JJIF Code of Ethics
- 6.2.2.5. Advise the JJIF of any disciplinary sanction imposed by the JJNO relating to an incident that occurred at a JJIF event that was dealt with by the JJNO.
- 6.2.2.6. Inform the JJIF on a ‘need to know’ basis of any temporary suspension or permanent exclusion of one of their members if it is reasonably believed that they could present a risk to participants in Ju-jitsu outside the JJNO concerned.

## 6.3. Athlete Involvement in writing the policy

- 6.3.1. Athletes were primarily involved in writing this policy. This policy has been reviewed by the Athlete Commission and their inputs have been considered in the process of finalising the policy.

## 6.4. All Participants

- 6.4.1. Everyone has a responsibility to ensure that the Ju-Jitsu sport environment is free from non-accidental violence. All participants must comply with the JJIF Policy and Code of Conduct and specifically not engage in, allow, condone, or ignore incidents of harassment and abuse and be supportive of other participants who report concerns. Any participant in Ju-Jitsu who has reason to believe that another participant has or is experiencing harassment and abuse in the sport has a duty to report it to the designated Safeguarding Officer. Failure to comply with the Policy and procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned.

## 6.5. Who is Responsible and When

### 6.5.1. JJIF - international matters

- 6.5.1.1. JJIF is responsible when the matters involve more than one nation
- 6.5.1.2. The JJIF Safeguarding Officer must be contacted directly regarding any concerns or complaints that relate to international matters, such as appointed

### 6.5.2. JJNOs - national matters

- 6.5.2.1. JJNOs are responsible for managing safeguarding concerns and complaints that are raised in relation to persons and associations that fall within their jurisdiction, including regional bodies and clubs (staff, volunteers, coaches, athletes)

### 6.5.3. Local Organisers of Major events: JJIF World Championships, JJIF World Junior Championships, JJIF Grand Prix, JJIF Continental Championships,

- 6.5.3.1. JJIF will agree on a safeguarding plan with the Local Organising Committee prior to the major JJIF events. Such a plan will include clearly defined reporting lines for all persons and groups involved.
- 6.5.3.2. The safeguarding lead should take the following steps once a concern is reported to them:
  - 6.5.3.2.1. Make referrals to external agencies (for example, police, medical services, child or social care services) as appropriate.

- 6.5.3.2.2. Ensure that a disciplinary panel is set in place within the relevant body (JJIF, JJNO) to consider the complaint or concern and to implement agreed disciplinary processes around investigation, outcomes and appeal, including imposition of agreed sanctions. The safeguarding lead should provide ongoing support to this process.
- 6.5.3.2.3. Support the person sharing the concern to complete paperwork and provide emotional support as needed.
- 6.5.3.2.4. Follow up with referral agencies to make sure action has been taken to protect the child or vulnerable adult.

#### 6.5.4. All events under the jurisdiction of the JJIF

- 6.5.4.1. If an event is not considered a major event, then safeguarding during the event shall be the responsibility of the lead JJNO organising the event.
- 6.5.4.2. The JJNO can request for support from JJIF in training their responsible persons if needed.

## 6.6. Safeguarding Duties

- 6.6.1. In the sporting environment, safeguarding duties are crucial for ensuring the safety and well-being of all participants, especially athletes. Here is a general description of the safeguarding duties and examples for each individual stakeholder:

#### 6.6.1.1. Coaches:

- 6.6.1.1.1. Duties: Coaches are responsible for creating a safe, inclusive, and positive environment for athletes. They should ensure that training and competition environments are free from harassment, abuse, and any form of discrimination. Coaches must also be vigilant in recognising signs of abuse or distress in athletes.
- 6.6.1.1.2. Examples: A coach might establish clear boundaries of acceptable behaviour, actively monitor athlete welfare, and report any concerns about abuse or misconduct to the relevant authorities. They should also undergo regular training in safeguarding practices.

#### 6.6.1.2. Athletes:

- 6.6.1.2.1. Duties: Athletes should contribute to a respectful and safe sporting environment. They are encouraged to report any incidents of harassment or abuse, whether experienced personally or witnessed.
- 6.6.1.2.2. Examples: An athlete could report inappropriate behaviour by a coach or another athlete to the designated safeguarding officer. They may also participate in awareness programs about safeguarding and promote a culture of respect and safety among peers.

#### 6.6.1.3. ITO's

6.6.1.3.1. Duties: ITOs have a duty to enforce fair play and ensure that the rules of the sport are followed, which includes protecting athletes from harm during competition. They should also be alert to any signs of abuse or harassment on the field.

6.6.1.3.2. Examples: A referee might intervene if they witness unsportsmanlike conduct that could harm an athlete, such as bullying or physical aggression. They should also report any concerns about athlete welfare to the appropriate authorities.

6.6.1.3.3. Examples: An official could enforce policies that prevent unvetted individuals from accessing athlete areas. They might also oversee the implementation of safety protocols at events and ensure that any reports of abuse or harassment are promptly addressed.

6.6.2. These roles require collaboration and a shared commitment to safeguarding principles to create a safe and positive sporting environment.

## 7. Procedures

### 7.1. Violations

7.1.1. Everyone is highly encouraged to report Safe Sport violations, including but not limited to:

7.1.1.1. Criminal Charges or Dispositions

7.1.1.2. Child Abuse

7.1.1.3. Sexual Misconduct

7.1.1.4. Sexual or Gender-related Harassment

7.1.1.5. Non-consensual Sexual Contact (or attempts to commit the same)

7.1.1.6. Non-Consensual Sexual Intercourse (or attempts to commit the same)

7.1.1.7. Sexual Exploitation

7.1.1.8. Bullying or hazing, or other inappropriate conduct of a sexual nature

7.1.1.9. Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment, including actions done online

7.1.1.10. Aiding and Abetting

- 7.1.1.11. Misconduct Related to Reporting
- 7.1.1.12. Misconduct Related to the Safe Sport Process
- 7.1.1.13. Other Inappropriate Conduct

## 7.2. Reporting Procedure

- 7.2.1. In the case that there is an incident involving harassment and abuse, it is ideal that it is reported in a timely manner. The JJIF can and will also accept non-recent reports. Reports must be made to the JJIF Safeguarding Officer through the following channels:

- 7.2.1.1. phas@jjif.org

- 7.2.2. A comprehensive incident report form found in [Appendix II](#) must be filled out in a timely manner to proceed with proper assessment of the case.

- 7.2.3. Although incidents can be reported directly by the affected individual, incidents can also be reported by other parties (whistle-blowing) relating to the conduct of an individual or the practices of any organisational stakeholder in JJIF. In such cases, confidentiality relating to the identity of the whistle-blower will be respected, as is stated in JJIF's existing policies.

- 7.2.3.1. The JJIF IDRM Policy states:

- "5.1.5 Anonymous complaints or complaints outside of the JJIF may be accepted at the sole discretion of the JJIF"*

- 7.2.3.2. Ethics Commission Statutes and By-laws state:

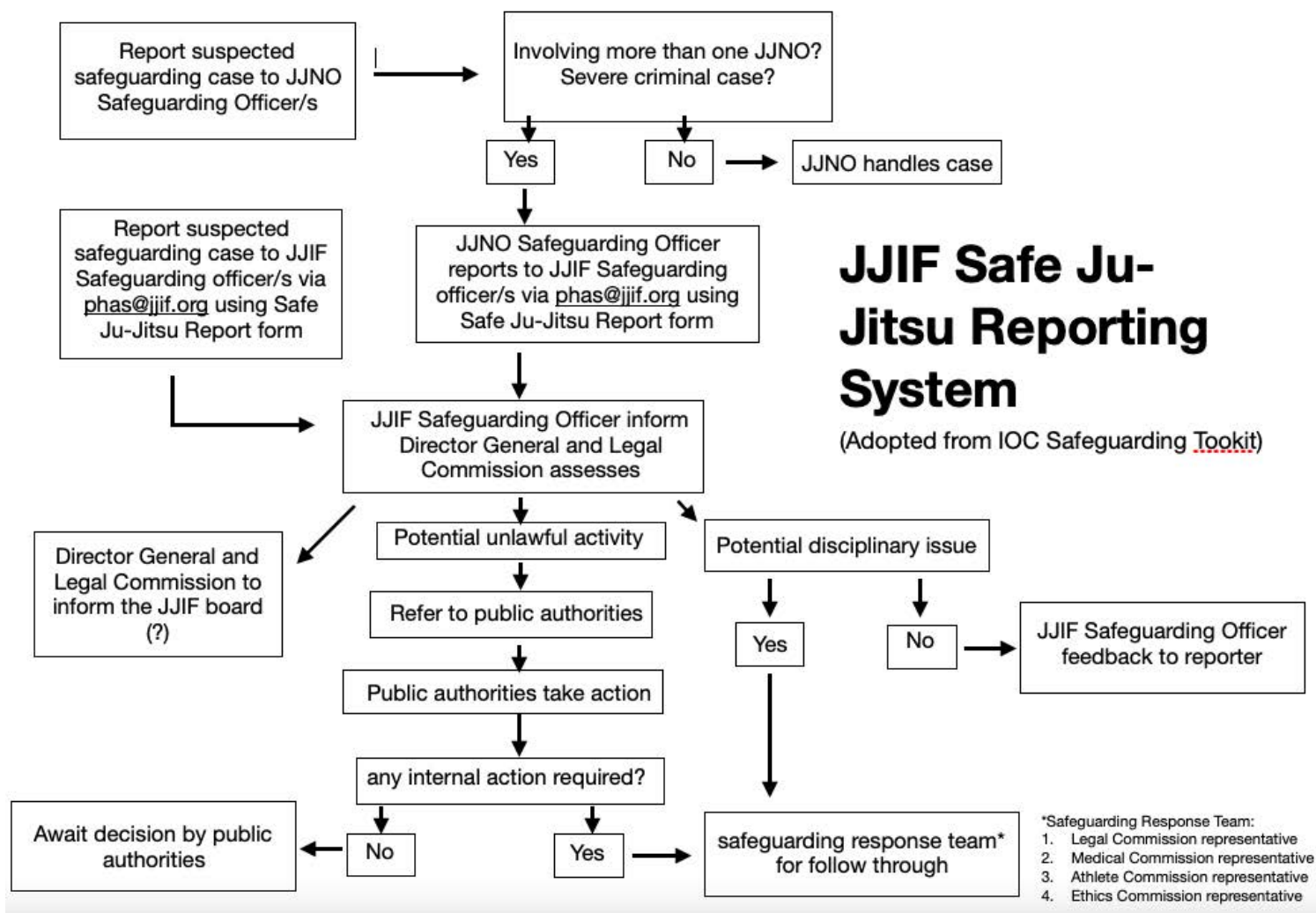
- "Protection of witnesses*

- 12.2 The right to be heard may be restricted in exceptional circumstances, such as when confidential matters need to be safeguarded, witnesses need to be protected or if it is required to establish the elements of the proceedings."*

- 7.2.4. Any individuals who report a concern in good faith will not be subject to reprisal or other adverse consequences because of submitting a report. These protections shall not apply to a person who intentionally makes false accusations.

- 7.2.5. The JJIF Safe Ju-Jitsu Reporting Procedure flowchart serves as a guide to show the way reports should be processed.





### 7.3. Assessment Process

The assessment of reports shall be done by the JJIF Safeguarding Officer handling the case with the Legal Commission representative (refer to flowchart).

### 7.4. Investigation and Disciplinary Procedures

- 7.4.1. The JJIF IDRM Policy shall be used for the investigation and disciplinary procedures, the details of which may be found in section 5 of the IDRM Policy.
- 7.4.2. The Case Manager for the procedures pertained to in the IDRM Policy shall be the designated JJIF Safeguarding Officer for the case.

## 7.5. Confidentiality

7.5.1. JJIF / JJNO should regard an alleged incident of harassment and abuse as confidential, and personal information (including in particular name, date of birth, address, identification numbers) should not be disclosed, except:

7.5.1.1. if the concerned person gives their prior consent

7.5.1.2. if disclosure is necessary to protect someone from harm

7.5.1.3. if a potential criminal act has been committed

## 7.6. The JJIF IDRM policy states:

*“ 6.1 The discipline and complaints process are confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.*

*6.2 All meetings and decision-making processes under this mechanism are private.”*

## 7.7. The JJIF Ethics Commission Statutes and By-laws states:

*“General Provisions - Article 3*

*The proceedings opened through application of these Rules of Procedure are confidential. All the parties concerned undertake not to divulge to third parties any of the facts or other information linked to the proceedings, before their official disclosure.”*

## 8. Record-keeping The JJIF IDRM Policy states:

*“8 Records and Distribution of Decisions*

*8.1 Minor and major infractions that result in discipline shall be recorded and maintained by the JJIF.*

*8.2 Decisions are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.”*

## 9. Competition Action Book for SFOs

9.1. The JJIF Action Book of Safeguarding in Competition focuses on the critical role of sports safeguarding officers in ensuring the health, safety, and well-being of athletes, coaches, and all participants within sports organisations. These dedicated individuals are entrusted with the responsibility of shielding vulnerable individuals from harm, abuse, neglect, or exploitation.

## 10. Preventive Mechanisms

### 10.1. Risk assessment

- 10.1.1. The JJIF recognises that the work we do carries risks for participants in sports, especially children. We are committed to identify and minimise risks and mitigate their impacts when they occur. All major activities will have documented risk assessments in place.
- 10.1.2. In [Appendix III](#) is the JJIF Safeguarding Risk Assessment Form.

### 10.2. Background check of JJIF officials

- 10.2.1. JJIF will take all reasonable precautions to ensure that no one involved with the organisation poses a risk to children and vulnerable adults. It will ensure that all appointment and election procedures for both paid and non-paid positions include:
  - 10.2.1.1. A written statement about criminal records from a trusted source such as JJNO (alternative police clearance)
  - 10.2.1.2. Evidence of identity (government-issued ID with photo);
  - 10.2.1.3. Read and understand the JJIF Code of Ethics and JJIF Safe Ju-Jitsu Policy. A signature will be needed on both documents before the application is approved.

### 10.3. Media guidelines

- 10.3.1. Athletes and JJIF representatives shall enjoy bias-free representation in traditional and online media.
- 10.3.2. Any form of JJIF-produced media or communication that allows, supports, or perpetuates prejudice against athletes shall immediately be taken down, and sanctions shall be imposed against the writer, creator, producer, or owner of such media or communication.
- 10.3.3. Inhumane, offensive, and disrespectful advertisements shall be banned at all sporting events sanctioned by JJIF. Sponsorship agreements shall explicitly forbid the use or communication of any sexist, disrespectful or gender-biased message. Any sponsor's violation of this policy shall cause the immediate termination of the agreement without prejudice to the right of JJIF to seek other legal remedies against the sponsor.
- 10.3.4. The media consent is entrusted to the JJNO, representing the athlete.
- 10.3.5. See [Appendix IV](#) for a sample media consent form to be used for events as an example for the JJNO. This can be modified to the language the athletes speak.

## 10.4. Portrayal of children guidelines

- 10.4.1. The Ju-Jitsu International Federation (JJIF) is committed to safeguarding the well-being and rights of children.
- 10.4.2. This is entrusted to the JJNO, representing the athlete.
- 10.4.3. See [Appendix V](#) for the JJIF Sports Safeguarding Portrayal of Children Guidelines as an example for the JJNO. This can be modified to the language the athletes speak.

## 11. Monitoring and Revisions

- 11.1. The Safe Ju-Jitsu Policy is to be reviewed by the JJIF Safeguarding Team and other relevant bodies in JJIF in collaboration with subject matter experts every two years in order to track progress and use the review as a tool to determine required actions in order for the JJIF to attain its safeguarding objectives. The JJIF Safeguarding Team may make the necessary amendments if needed or if significant changes within international laws or global best practices could directly affect operations. All revisions should be recognised by the JJIF Executive Board through a board ratification.

## 12. References

- 12.1. **Snow Safe Policy**
- 12.2. **FIG Policy**
- 12.3. **PRFU Policy**
- 12.4. **Mountjoy M, Brackenridge C, Arrington M, et al. (2016).** \*International Olympic Committee consensus statement: harassment and abuse (non-accidental violence) in sport\*. \*British Journal of Sports Medicine, 50\*(17), 1019-1029.
- 12.5. **Switzerland, International Olympic Committee. (2008).** \*Basic Universal Principles of Good Governance of the Olympic and Sports Movement\*. Retrieved March 26, 2019, from [https://stillmed.olympic.org/Documents/Conferences\_Forum\_and\_Events/2008\_seminar\_autonomy/Basic\_Universal\_Principles\_of\_Good\_Governance.pdf](https://stillmed.olympic.org/Documents/Conferences\_Forum\_and\_Events/2008\_seminar\_autonomy/Basic\_Universal\_Principles\_of\_Good\_Governance.pdf)
- 12.6. **Burrows, K. (2017).** \*Safeguarding Athletes from Harassment and Abuse in Sport: IOC Toolkit for IFs and NOCs\* (p. 19) (Switzerland, International Olympic Committee). Lausanne: Thomas and Trotman Design. Retrieved March 26, 2019, from [https://d2g8uwgn11fzhj.cloudfront.net/wp-content/uploads/2017/10/18105952/IOC\_Safeguarding\_Toolkit\_ENG\_Screen\_Full1.pdf](https://d2g8uwgn11fzhj.cloudfront.net/wp-content/uploads/2017/10/18105952/IOC\_Safeguarding\_Toolkit\_ENG\_Screen\_Full1.pdf)
- 12.7. **International Safeguards for Children in Sport - Safer Sport Pledge**
- 12.8. **Ju-Jitsu International Federation Statutes and By-Laws (approved session 2019).** Retrieved from [https://drive.google.com/file/d/1RZX4VRW7o\_vmMuUVA2li5mwvIH30ljxk/view?usp=sharing](https://drive.google.com/file/d/1RZX4VRW7o\_vmMuUVA2li5mwvIH30ljxk/view?usp=sharing)
- 12.9. **Ju-Jitsu International Federation Safe Sport Environment Policy.** Retrieved from [https://drive.google.com/file/d/1LPtdR1okaOEa8jszcoEehilMfs7FgDYc/view?usp=sharing](https://drive.google.com/file/d/1LPtdR1okaOEa8jszcoEehilMfs7FgDYc/view?usp=sharing)

## 13. Appendices

## **APPENDIX I: *List of Procedures for JJNOs***

In compiling their safeguarding policies, JJNOs should include clear and easily understood procedures relating to:

1. Expected standards of behaviour towards athletes, participants and volunteers (including a Members' code of conduct, an explanation of discrimination and abusive behaviour, how to deal with unacceptable behaviour by or towards athletes, the use of sanctions/discipline and positive ways of managing the behaviour of athletes that do not involve physical punishment or any other form of degrading or humiliating treatment, and are age and gender appropriate).
2. Identifying signs of abuse, bullying, psychological stress, burnout and dropout (including appropriate definitions and/or indicators of such behaviour)
3. Taking athletes (especially young athletes) away on trips, tours or to competitions (including in relation to transport arrangements, insurance cover, venue safety) Please note that ensuring venue safety includes securing appropriate accommodation for officials, athlete support personnel and athletes during competition. Officials and athlete support persons must have separate rooms from athletes and athletes of different gender must not be accommodated in the same room, as well as athletes from different nationalities.
4. The use of mobile equipment, information technology and social media (such as email and the internet)
5. The actions that should be taken on a step-by-step basis in the event of any incident, report or grounds for concern about abuse (including any relevant contact details for local police, social services departments etc)
6. Identifying applicable laws regarding disclosure of information – reporting of suspicions of abuse is a legal requirement in some nations
7. Making and dealing with complaints about abuse by individual(s) subject to clear timescales and incorporating any disciplinary procedures (where appropriate) as well as appeal procedures
8. Providing appropriate support to the individual(s) who raise, report or disclose concerns or incidents of abuse (on an anonymous basis or otherwise)
9. Ensuring the appointment of a Safeguarding Officer for the implementation and subsequent management and review of the safeguarding policies and procedures; also ensuring that every group and individual member is aware who this person is and how to contact them
10. Assessing the suitability of all individuals that have contact with athletes through self-declarations and references
11. Ensuring that all individuals acting for and on behalf of and/or with Members (whether as an employee, event official, coach, volunteer, parent helper, contractor, agent or otherwise) and their members themselves understand their role and responsibilities in respect of safeguarding and any code of conduct and are provided with appropriate training opportunities regarding the policy, the code of conduct and how to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to athletes

12. Ensuring that staff and volunteers with special responsibilities in relation to safeguarding athletes receive appropriate training on recruitment practice, complaints and disciplinary processes and update their knowledge and understanding generally
13. The secure storing of confidential, detailed and accurate records of all safeguarding concerns
14. Ensuring that all safeguarding arrangements (including training), procedures and policies are monitored, reviewed and updated as appropriate including where there is a major change in any relevant law or customs, guidance, experience or needs
15. Amending, as necessary, its constitution to reflect its responsibility for overseeing the adoption and implementation of these Guidelines and ensuring its members are fully signed up to its constitution

APPENDIX II: *Report Form*

Date/time of concern	
<b>Child's or Vulnerable Adult's Details</b>	
Name	
Age / Date of Birth	
Do they have a disability, impairment or other special/additional needs?	
Gender	
How do you know them?	
Next of Kin contact information	
<b>Details of person raising the concern</b>	
Name of person raising the concern with you (write your own name if you have the concern)	
Contact details of person raising the concern	
<b>Details of the concern</b>	
Nature of the concern including date, time of any specific incidents	



Name of any persons alleged to have been involved in or causing the concerns	
Contact details of any persons alleged to have been involved in or causing the concerns	
Details of action taken (including contact with referral agencies)	
<b>Details of person reporting the concern</b>	
Your name	
Your role	
Your email address	
Your phone number	
<b>The following boxes should be completed by the Safeguarding Lead</b>	
Confirm appropriate action has been taken to	
Date case closed	

# **JJIF Sports Safeguarding Risk Assessment Form**

## **Event/Activity Details:**

- Name of Event/Activity: [Name]
- Date(s) and Time(s): [Date and Time]
- Location: [Venue/City]
- Number of Participants: [Number]
- Age Range of Participants: [Age Range]

## **Potential Risks:**

Please list and describe any potential risks to the safety and well-being of participants, including any specific concerns related to children and vulnerable adults.

1. [Risk 1]
2. [Risk 2]
3. [Risk 3]
4. [Etc.]

## **Risk Mitigation Measures:**

For each risk listed above, please describe the measures that will be taken to mitigate or eliminate the risk.

1. [Mitigation Measure 1]
2. [Mitigation Measure 2]
3. [Mitigation Measure 3]
4. [Etc.]

## **Emergency Response Plan:**

Please describe the steps that will be taken in the event of an emergency or incident during the event/activity.

- [Emergency Response Plan]

**Reporting Procedures:**

**Please describe the procedures that will be followed to report any safeguarding concerns or incidents that occur during the event/activity.**

**- [Reporting Procedures]**

**Signatures:**

- Event/Activity Organizer: [Signature and Date]**
- JJIF Safeguarding Officer: [Signature and Date]**

# **Case example with the JJIF Sports Safeguarding Risk Assessment Form filled out:**

## **JJIF Sports Safeguarding Risk Assessment Form**

### **Event/Activity Details:**

- Name of Event/Activity: Ju-Jitsu Regional Championship**
- Date(s) and Time(s): November 20, 2023, 9:00 AM to 5:00 PM**
- Location: City Sports Arena, Downtown**
- Number of Participants: 200**
- Age Range of Participants: 8 to 18 years**

### **Potential Risks:**

- 1. Risk of injury due to physical contact in the sport**
- 2. Risk of harassment or abuse by coaches or other athletes**
- 3. Risk of inadequate supervision of children and vulnerable adults**
- 4. Risk of inadequate emergency response procedures**

### **Risk Mitigation Measures:**

- 1. Ensure that all athletes are properly trained and equipped, and that the event complies with all safety regulations**
- 2. Implement strict codes of conduct for coaches and athletes, and provide training on safeguarding principles**
- 3. Ensure that there are enough qualified and vetted supervisors present at all times**
- 4. Develop and communicate clear emergency response procedures, including designated emergency exits and first aid stations**

### **Emergency Response Plan:**

- In the event of an injury, trained first aid personnel will provide immediate assistance, and an ambulance will be called if necessary.**
- In the event of a safeguarding concern, the incident will be immediately reported to the JJIF Safeguarding Officer, and the appropriate authorities will be contacted.**

### **Reporting Procedures:**

**- Any incidents or concerns should be reported immediately to the JJIF Safeguarding Officer, who will then take the necessary steps to address the situation.**

**Signatures:**

- Event/Activity Organizer: [John Doe, November 10, 2023]**
- JJIF Safeguarding Officer: [Jane Smith, November 10, 2023]**

## **JJIF Sports Safeguarding Media Consent Form**

I, the undersigned, hereby grant the Ju-Jitsu International Federation (JJIF) and its authorised representatives the irrevocable right to use my image, voice, and/or likeness in any media format, including but not limited to photographs, video recordings, and audio recordings, for the purposes of promotion, publicity, and news reporting.

I understand that my image, voice, and/or likeness may be used in various media formats, including print, online, and broadcast, and may be shared with third parties for the purposes mentioned above.

I acknowledge that I will not receive any compensation for the use of my image, voice, and/or likeness, and that the JJIF has the right to edit and modify the media content as necessary.

If I am under the age of 18, I confirm that I have obtained the consent of my parents or guardian to enter into this agreement.

### **Participant's Details:**

- Name: [Full Name]
- Date of Birth: [Date of Birth]
- Address: [Address]
- Phone Number: [Phone Number]
- Email: [Email]

### **Parent/Guardian's Details (if participant is under 18):**

- Name: [Full Name]
- Relationship to Participant: [Relationship]
- Address: [Address]
- Phone Number: [Phone Number]
- Email: [Email]

### **Signature:**

- Participant's Signature: [Signature]
- Date: [Date]

**Parent/Guardian's Signature (if participant is under 18):**

**- Signature: [Signature]**

**- Date: [Date]**

# **A case example with the JJIF Media Consent Form filled out:**

## **JJIF Sports Safeguarding Media Consent Form**

**I, the undersigned, hereby grant the Ju-Jitsu International Federation (JJIF) and its authorised representatives the irrevocable right to use my image, voice, and/or likeness in any media format, including but not limited to photographs, video recordings, and audio recordings, for the purposes of promotion, publicity, and news reporting.**

**I understand that my image, voice, and/or likeness may be used in various media formats, including print, online, and broadcast, and may be shared with third parties for the purposes mentioned above.**

**I acknowledge that I will not receive any compensation for the use of my image, voice, and/or likeness, and that the JJIF has the right to edit and modify the media content as necessary.**

**If I am under the age of 18, I confirm that I have obtained the consent of my parents or guardian to enter into this agreement.**

### **Participant's Details:**

- Name: Emily Johnson**
- Date of Birth: January 15, 2005**
- Address: 123 Main Street, Anytown, Anystate, 12345**
- Phone Number: (555) 123-4567**
- Email: emily.johnson@email.com**

### **Parent/Guardian's Details (if participant is under 18):**

- Name: Sarah Johnson**
- Relationship to Participant: Mother**
- Address: 123 Main Street, Anytown, Anystate, 12345**
- Phone Number: (555) 123-4567**
- Email: sarah.johnson@email.com**



**Signature:**

- **Participant's Signature:** [Emily Johnson's Signature]
- **Date:** October 30, 2023

**Parent/Guardian's Signature (if participant is under 18):**

- **Signature:** [Sarah Johnson's Signature]
- **Date:** October 30, 2023

# **JJIF Sports Safeguarding Portrayal of Child Guidelines**

The Ju-Jitsu International Federation (JJIF) is committed to safeguarding the well-being and rights of children. In line with the International Olympic Committee (IOC) safeguarding policy and sports safeguarding programs, the following guidelines have been established for the portrayal of children in media and public communications.

## **1. Respect and Dignity:**

- Children should always be portrayed in a manner that respects their dignity and individuality.
- Avoid stereotyping or discriminatory portrayal based on race, gender, disability, or any other characteristic.

## **2. Consent:**

- Obtain written consent from the child and their parent or guardian before using their image, voice, or likeness in any media or public communication.
- Ensure that the child understands the purpose and potential use of their image or voice. (Has to be done by JJNO)

## **3. Safety and Privacy:**

- Do not disclose any personal information that could compromise the child's safety or privacy.
- Avoid showing children vulnerable or compromising situations.

## **4. Context and Representation:**

- Ensure that the child's image or voice is used in a context that is appropriate and relevant to the content.
- Avoid using children's images or voices in a manner that could be perceived as exploitative or harmful.

## **5. Cultural and Social Sensitivity:**

- Be mindful of cultural and social norms when portraying children from different backgrounds.

- **Respect the child's cultural identity and traditions.**

#### **6. Accountability:**

- **Take responsibility for ensuring that these guidelines are followed by all stakeholders involved in the portrayal of children in media and public communications.**

**By following these guidelines, we aim to create a safe and respectful environment that upholds the rights and well-being of children.**

## **JJIF Competition Action Book for SGOs**

### **Safeguarding program of the International Olympic Committee (IOC)**

The Safeguarding Program of the International Olympic Committee (IOC) strives to shield athletes from all types of bullying and prejudice. The program acknowledges that it is the IOC's and its stakeholders' duty to make sure that everyone who participates in sport has a safe and enjoyable time. The IOC Safeguarding program consists of several efforts, including awareness-raising campaigns, educational opportunities for athletes, coaches, and other sports professionals, as well as the development of processes for reporting and handling misbehaviour. The program aims to foster a culture of safety and well-being for all athletes as well as the ideals of respect, integrity, and justice in sport. The IOC Safeguarding program's ultimate objective is to prevent and remedy any type of harm that can arise in the context of sport and to make sure that athletes can flourish in a secure environment.

#### **Duties of sports Safeguarding officers:**

The task of protecting the health and safety of athletes, coaches, and other participants in sports organisations falls to sports safeguarding officers. Their main responsibility is to safeguard helpless people from harm, abuse, neglect, or exploitation.

A sports organisation's safeguarding officers are responsible for creating and implementing safeguarding policies and procedures, recognizing and responding to concerns or reports of abuse or neglect, educating and training staff and volunteers on safeguarding-related topics, and conducting risk assessments to find potential areas of risk within the organisation.

Additionally, to guarantee that vulnerable people receive the assistance and services they require, sports safeguarding officers must collaborate closely with other experts, including social workers, members of the legal system, and healthcare providers. They could also oversee giving staff and volunteers information and direction on how to handle safeguarding concerns, as well as keeping accurate records of safeguarding concerns and the actions taken.

Sports safeguarding officers' responsibilities are essential to ensuring that athletes can take part in sports in a supportive and safe environment. The promotion of the ideals of respect, integrity, and justice in sport are necessary for this, as are a high level of competence, sensitivity, and professionalism.

### **Key duties of sport safeguarding officers during sports competition:**

1. Ensuring that the sports competition is conducted in a safe and supportive environment for all participants, including athletes, coaches, officials, and spectators.
2. Monitoring the behaviour of all individuals involved in the competition to identify any potential safeguarding concerns, such as abusive language or physical altercations.
3. Responding to any safeguarding concerns that arise during the competition, including providing support and assistance to vulnerable individuals.
4. Coordinating with other professionals, such as medical staff, security personnel, and law enforcement, to ensure that the safety and well-being of all individuals is maintained.
5. Ensuring that all necessary safeguards are in place to protect vulnerable individuals, such as ensuring that changing rooms are gender-segregated and that appropriate supervision is in place for minors.
6. Conducting risk assessments before the competition to identify potential safeguarding concerns and taking steps to mitigate those risks.
7. Ensuring that all individuals involved in the competition are aware of the organisation's safeguarding policies and procedures and their responsibilities under those policies.

8. Providing advice and guidance to staff and volunteers on how to handle safeguarding concerns that may arise during the competition.
9. Maintaining accurate records of any safeguarding concerns that arise during the competition and the actions taken to address those concerns.
10. Following up after the competition to evaluate the effectiveness of the safeguarding measures in place and make recommendations for improvements where necessary.

Ultimately, the responsibilities of sport safeguarding officers during sporting events are essential for making sure that all participants can compete in a secure and encouraging setting. This calls for a high degree of knowledge, tact, and professionalism as well as a dedication to advancing the ideals of respect, honesty, and justice in sports.