



SAFEGUARDING POLICY AND PROCEDURES

Saudi Games



CONTENTS

INTRODUCTION.....	3
SCOPE.....	3
WHAT IS SAFEGUARDING?	3
PRINCIPLES.....	3
IMPLEMENTATION.....	4
POLICY STATEMENT.....	5
APPLICATION OF THESE INSTRUCTIONS	5
USE OF TERMINOLOGY:.....	5
DEFINITION OF OFFENCES OF HARASSMENT AND ABUSE IN SPORT – BASED ON THE IOC DEFINITIONS.....	6
MECHANISM/ PROCEDURE OF REPORTING AND LINE OF WORK:	6
RESPONSIBILITIES:.....	7
SAFEGUARDING CONCERN/DISCLOSURE:	7
BREACHES TO THE SAFEGUARDING POLICY AND REPORTING PROCEDURE.....	8
REPORTING	8
INFORMATION TO INCLUDE WHEN RAISING A CONCERN:	8
CONFIDENTIALITY:	9
CODE OF CONDUCT	9
SAFESPORT TRAVEL GUIDELINES FOR ATHLETES AND STAFF:	10



INTRODUCTION

The Saudi Games Safeguarding Policy, a pivotal document outlining our steadfast commitment to the safety, well-being, and dignity of all individuals within our organization. Rooted in principles of integrity and accountability, this policy serves as a guiding framework for athletes, coaches, officials, and staff alike. Embracing global best practices while tailoring measures to our specific context, we prioritize the creation of a nurturing and secure environment where every member of Saudi Games can flourish and reach their full potential.

SCOPE

This Policy applies to the Saudi Games, its participating Member Federations, athletes, staff and any other person affiliated with the Saudi Games. Each Saudi Games Member is required to comply with this Policy and any other policies related to safeguarding and to take all steps required by the Saudi Games to ensure that everyone associated with sports is protected from interpersonal violence.

WHAT IS SAFEGUARDING?

Safeguarding is the process of protecting vulnerable persons, minors and adults, from harassment, abuse and exploitation. Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. Everyone involved with sports has a role to play in making sure they actively prevent harassment, abuse or exploitation, listen to accounts from children and adults of their experiences and respond safely and fully if there is a problem.

PRINCIPLES

- Everyone has the right to participate, enjoy and develop personally through sports in a safe, inclusive environment free from all forms of harassment, abuse or exploitation.
- Everyone, both children and adults, has the right to have their voices heard particularly if raising a concern about their own or another person's welfare. Everyone should know who to contact to ask for help when they have a concern about an individual's behaviour.
- Everyone, and particularly those involved in planning or delivering programmes for children, is responsible for the care and protection of children, making decisions in their best interests as their welfare is paramount.
- Everyone has the right to be treated with dignity and respect, and to be free from discrimination whether it is based on gender, race, age, ethnicity, and ability.



Saudi Games is committed to safeguarding all those associated with the Games from interpersonal violence as well as upholding these principles. In creating safe and positive environments everyone is able to work, compete and enjoy the sport with the confidence that Saudi Games is taking its duty of care seriously.

This Policy is designed to ensure everyone understands their responsibilities within the safeguarding landscape. In brief these are:

- Implementation and embedding this Policy
- Raising awareness of harassment, abuse and exploitation
- Developing and delivering education and training for those involved in sports
- Supporting victims of abuse, harassment and exploitation
- Responding to concerns raised
- Reporting concerns expeditiously
- Establishing partnerships with organisations and institutions engaged in the prevention of abuse, harassment and exploitation within and beyond the sports sector.

This Policy details the procedures to be followed in the event interpersonal violence occurs. It also sets out how those who suffer harassment, abuse or exploitation should be supported. Everyone should know to whom they can turn for help, when they need to report a concern about a person associated within sports, whether witnessed directly or through reports from others.

IMPLEMENTATION

The Saudi Games LOC and its participating Member Federations will work together to implement this Policy; this is everyone's responsibility and it is important to raise awareness of the subject across the sport through education and training.

By raising awareness everyone will be able to recognise and respond appropriately to concerns of interpersonal Violence that they may witness or have reported to them. The successful implementation of this policy depends on mutual cooperation, partnership and solidarity and networking among the various stakeholders.

The following explains how this Policy will be implemented and embedded within The Saudi Games:

- The Saudi Games will educate Safeguarding officers, preferably one for each Member Federation.
- The Saudi Games shall promote best practice throughout the sports community by providing education and guidance to Member Federations.
- Everyone associated with sports must adhere to appropriate codes of conduct. The Saudi Games shall ensure that appropriate steps are taken when an individual subject to the Safeguarding Code fails to live up to its requirements.
- The Saudi Games and Member Federations shall promote physical and mental health and wellbeing of all those associated with sports in Saudi Arabia. This includes athletes not being subjected to unsafe, excessive, or unwelcome training regimes, human trafficking, financial abuse or manipulation of their age or nationality.



- The Saudi Games shall provide access to educational material and training material for its workforce as well as direct individuals to appropriate training courses delivered by specialist organisations.
- A system of disciplinary proceedings shall be established in order to investigate and process reports under this Safeguarding Policy.

Policy statement

The Saudi Games are committed to prioritizing the well-being of all children and adults competing in our name. Our commitment is to always promote safeguarding in our organization, including international competition. All activities, events, and trips arranged by the Saudi Games and Saudi Games operate in accordance with our Safeguarding Policy.

This Policy strives to minimize risk and secure safe and protected environments for all participants of the games by providing a mechanism for fighting acts of harassment and abuse during the games.

Application of These Instructions

- In terms of people:

These policies apply to associates or representatives of all stakeholders including those under the authority of any of the Sports Federations.

- In terms of categories:

These policies apply to all categories within the scope of sport that may be subject to harassment and abuse in sport offenses, regardless of sex, age, or disability.

Use of terminology:

Child: a person not yet of the age of majority; according to Saudi Arabian Laws the age is 18.

Adult at risk of abuse or neglect: a person over the age of eighteen who may be in need of community care services due to disability, age, or illness; and who is or may be unable to care for or protect themselves from abuse or neglect.

Safeguarding children: Protecting children from abuse and neglect, preventing harm to their health or development, and taking a stand to ensure that all children have the best life chances possible.

Safeguarding adults at risk: protecting adults against abuse and/or neglect. Providing adults with the ability to maintain the sense of control and make informed decisions without coercion. Empowering adults at risk and



advising them before acting, unless someone lacks decision-making capacity or their mental health poses a threat to their own or another's safety, in which case, always acting in their greatest advantage.

Definition of Offences of Harassment and Abuse in Sport – based on the IOC definitions

Psychological Abuse: Psychological abuse is the repeated and intentional use of a variety of words and non-physical actions with the intent of manipulating, hurting, weakening, or frightening a person mentally and emotionally; and/or distorting, confusing, or influencing a person's thoughts and actions in their daily lives, diminish the sense of identity, dignity and self-worth.

Physical Abuse: Physical Abuse is any intentional and unwelcome act that causes physical harm, such as punching, kicking, biting, or burning. Forced or inappropriate physical activity (e.g., inadequate training loads when injured or in pain), or forced doping.

Sexual Harassment: Any unwanted and unwelcome sexual conduct by one person towards another, whether Unwanted pressure for sexual favors. Unwanted deliberate touching, leaning Unwanted sexual looks or gestures physical, verbal, a sexually suggestive act, a signal, or any other conduct, whether direct or indirect, that may violate a person's body, hearing, sight, privacy, feelings, or modesty, and which may make him/her feel threatened, tormented, frightened, intimidated, unsafe, disrespected, mistreated, un-respected, or uncomfortable. These acts may be committed toward another of the same or opposite sex.

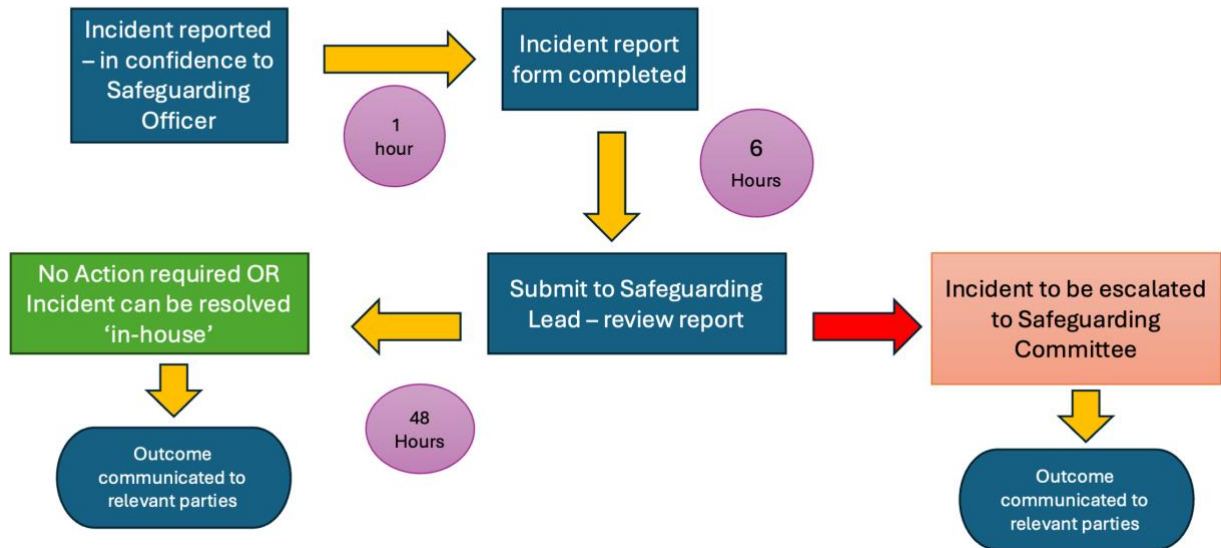
Sexual Abuse: Any sexual conduct, whether non-contact, contact, or penetrative, in which consent is coerced/manipulated and is therefore not or cannot be given.

Neglect: Failure of a coach or another person with a responsibility to the athlete to provide a reasonable level of care, resulting in harm, or allowing harm to occur, or creating an imminent danger.

Mechanism/ Procedure of reporting and line of work:



Safeguarding Reporting Process



This Policy is applicable to all staff, volunteers and people affiliated to Saudi Games.

Responsibilities:

- All Safeguarding officers/teams must be trained prior to the games by the respected authorities and the Safeguarding Committee on the reporting process and filling out the reporting document as well as all training needed to deal with Safeguarding concerns.
- Everyone working in Saudi Games from coaches, athlete, and staff are all responsible for reporting any safeguarding concerns to the safeguarding officer/team.
- The Safeguarding Committee and Saudi Games have the overall accountability for this Policy and its implementation.

Safeguarding concern/disclosure:

- following the Mechanism/ Procedure of reporting, unless someone is in immediate danger, they should inform the Safeguarding Officer/team.
- The Safeguarding Officer/team is responsible for reporting safeguarding concerns to the Safeguarding committee.



- The Safeguarding Officer/Team is responsible for examining any safeguarding concerns/disclosures that are submitted to them while always prioritizing the child/adult at risk's protection.

Breaches to the Safeguarding Policy and Reporting Procedure

- Breaches of this Policy and/or failure to comply with the outlined may result in the following:
 1. Disciplinary action leading to possible dismissal.
 2. Termination of current and future roles within the games.
 3. Actions taken by staff, officials, coaches, athletes who are engaged in the Games that appear to be in conflict with this Policy may be deemed a violation of this Policy.

Reporting

- To protect vulnerable children and adults, everyone must commit to the most significant levels of transparency, honesty, and responsibility. We as Saudi Games are committed to creating and maintaining a culture in which individuals feel comfortable raising real safeguarding concerns and are sure that they will be treated with integrity and rigor.
- An individual who can report may be:
 1. an athlete;
 2. a coach;
 3. other members of staff;
 4. an official;
 5. a parent;
- Record all information on the Incident Report Form (Annex A) and send it to xxxxx@xxxxx.sa

Information to include when raising a concern:

- The individual should provide as much information as possible about the incident or circumstance that has sparked the concern, such as:
 1. their name and contact details (unless they wish to remain anonymous);
 2. names of individuals involved
 3. date, time and location of incident/circumstance
 4. whether any witnesses and names that were present.



Confidentiality:

- All information, facts, statements, evidence, inquiries, investigations, paperwork, and processes relating to the safeguarding concerns and must be kept confidential.
- Decisions taken by Safeguarding officer/team, Safeguarding unit, or the authorities may not be disclosed, unless authorities do otherwise according to laws of the host country.

Code of Conduct

- Respect and Dignity:
 1. All individuals associated with Saudi Games shall treat each other with respect, dignity, and fairness, regardless of age, gender, race, religion, ability, or any other characteristic.
 2. Discrimination, bullying, or any form of harassment, whether verbal, physical, or psychological, will not be tolerated.
- Physical and Emotional Well-being:
 1. Saudi Games is committed to ensuring the physical and emotional well-being of all individuals.
 2. Coaches and staff should provide a safe training environment, free from harm or abuse.
 3. No form of physical, emotional, or sexual abuse or misconduct will be tolerated.
- Boundaries and Relationships:
 1. Coaches and staff should maintain professional and appropriate relationships with athletes and other individuals.
 2. Inappropriate relationships, including any romantic or sexual involvement with athletes under the age of consent, are strictly prohibited.
- Communication and Reporting:
 1. Individuals should encourage open and transparent communication.
 2. Anyone who becomes aware of safeguarding concerns is responsible for reporting them promptly and following the organization's reporting procedures.
 3. Whistleblowers will be protected from retaliation.
- Consent and Privacy:
 1. Consent is vital in all interactions, particularly those of a personal nature.
 2. Respecting individuals' privacy and personal boundaries is paramount.
- Use of Technology and Social Media:
 1. The use of technology and social media should comply with Saudi Games policies.
 2. Individuals should respect privacy and avoid online harassment or inappropriate behavior.



- Compliance with Laws:
 1. All individuals must comply with the laws and regulations of the host country.
 2. Any actions that contravene the law will be dealt with according to legal procedures.

Safe Travel Guidelines for Athletes and Staff:

- Pre-Travel Preparation:

1. Training and Education:

- Prior to travel, ensure all athletes and staff undergo SafeSport training to recognize and report any inappropriate behavior or concerns.
- Educate all members on the organization's Code of Conduct and the expectations regarding behavior during travel.

2. Safe Travel Documentation:

- Compile all necessary travel documents and emergency contact information for each individual, including insurance details, emergency contacts, and relevant medical information.

- During Travel:

1. Supervision and Monitoring:

- Assign responsible chaperones or supervisors to oversee athletes' and staff members' behavior and well-being.

2. Buddy System:

- Implement a buddy system among athletes and staff to ensure mutual support and accountability during travel.

3. Safe Accommodation:

- Ensure accommodations meet safety standards and are in secure locations. Regular safety checks of hotel facilities should be conducted.
- Prohibit entry of unauthorized individuals into designated team areas or accommodations.

4. Transportation Security:

- Arrange for secure transportation between venues and accommodations, ensuring safe travel routes.

5. Behavior and Interaction:

- Respect and Professionalism:
 - Reinforce the importance of respecting personal boundaries, cultural differences, and professional conduct during travel.



- Promote an environment of inclusivity, mutual respect, and zero tolerance for any form of harassment, abuse, or discrimination.

- Post-Travel:

1. Debriefing and Evaluation:

- Conduct post-travel meetings to evaluate the experience and gather feedback from athletes and staff regarding any observed concerns or suggested improvements.
- Address any reported incidents promptly and take necessary actions in accordance with SafeSport policies.

2. Follow-Up Support:

- Offer continued support and access to counseling or other necessary services for individuals who may have experienced or observed concerning behavior during the trip.

3. Continuous Review and Improvement:

- Policy Review: Conduct periodic reviews of the SafeSport travel policies, incorporating feedback, best practices, and any updates in SafeSport guidelines.
- Ongoing Training: Schedule regular training sessions to refresh SafeSport knowledge and emphasize the organization's commitment to providing a safe environment for all members.



Annex A:

نموذج البلاغات - Incident reporting form

Your information		المعلومات الشخصية	
Name	الإسم		
Address	العنوان		
Contact number(s)	رقم التواصل		
Email	الإيميل		
Name of organisation	اسم المنظمة	Your role	المنصب

Personal information – Athlete		معلومات الرياضي الشخصية	
Name	الاسم	Date of birth	تاريخ الميلاد
Gender ¹	الجنس	Male	ذكر
		<input type="checkbox"/>	
		Female	أنثى
		<input type="checkbox"/>	
Is there any information about the athlete that would be useful to consider? هل توجد معلومات عن الرياضي يجب أن تؤخذ بالإعتبار؟			

Contact information – parent / carer		معلومات ولي الأمر	
Name(s)	الأسم		
Address	العنوان		
Contact number(s)	رقم التواصل		
Email	الإيميل		



Have they been notified of this incident? هل تم إبلاغ ولي الأمر ؟	No <input type="checkbox"/>	Please explain why this decision has been taken الرجاء توضيح لماذا لم يتم الإبلاغ ؟
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed الرجاء الإفاده بالمعلومات والتفاصيل المتفق عليها

Incident details*		معلومات الحادثة
Date and time of incident وقت وتاريخ وقوع الحدث		
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:
الرجاء اختيار	<input type="checkbox"/> أنا أبلغ عن حادثة تفلقني أو إساءة لي	<input type="checkbox"/> أنا أبلغ عن حادثة أو إساءة لشخص آخر
Name of person raising concern إسم المبلغ	Role within the sport or relationship to the athlete	ماهو دورك في الرياضة أو علاقتك مع الرياضي
Contact number(s) رقم التواصل		
Email الإيميل		
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay) تفاصيل الحادث أو الإساءة (تشمل معلومات أخرى ذات صلة، مثل وصف أي إصابات وما إذا كنت تسجل هذا الحادث كوقائع، آراء أو شائعات)		



* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)		معلومات الحادثة	
Athlete's account of the incident		معلومات الرياضي الشخصية	
Please provide any witness accounts of the incident		معلومات الشهود إذا وجد	
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the athlete	الدور في الرياضة أو العلاقة مع الرياضي



الإسم وتاريخ الميلاد (إذا كان تحت السن القانوني)			
Address العنوان			
Contact number(s) رقم التواصل			
Email الإيميل			
Details of any person involved in this incident or alleged to have caused the incident / injury معلومات أي شخص آخر في الحادثة أو المتسبب في الإصابة أو يزعم أنه تسبب في الإصابة			
Name (and date of birth, if a child) الإسم وتاريخ الميلاد (إذا كان تحت السن القانوني)		Role within the sport or relationship to the child دورك في الرياضة أو العلاقة مع الرياضي	
Address العنوان			
Contact number(s) رقم التواصل			
Email الإيميل			
Please provide details of action taken to date الرجاء ذكر تفاصيل الإجراء المتخذ إلى الآن			
Has the incident been reported to any external agencies? هل تم التبليغ بالحادثة لأي أطراف أو منظمات خارجية	<input type="checkbox"/> No لا	<input type="checkbox"/>	Yes – please provide further details: نعم – الرجاء توفير المزيد من المعلومات
Name of organisation / agency اسم المنظمة			
Contact person الأسم			
Contact number(s) رقم التواصل			
Email الإيميل			
Agreed action or advice given	التصرف المتفق عليه أو النصيحة المقدمة		



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Declaration

Your signature التوقيع	
Print name الإسم	
Today's date التاريخ	

Contact your organisation's Designated Safeguarding Officer in line with Saudi Games reporting procedures

الرجاء التواصل مع ضابط الامان الرياضي المعني من قبل دورة الألعاب السعودية لإكمال عملية البلاغ

Safeguarding Officer's name اسم ضابط الامان الرياضي	
Date reported تاريخ الإبلاغ	

Confidentiality Agreement

اتفاق السرية

Both parties, the Safeguarding Officer and Athlete, agree to maintain strict confidentiality regarding all discussions, reports, and information exchanged pertaining to safeguarding matters. Where necessary, information will be handled and disseminated on a need-to-know basis with the Safeguarding Unit only, and anonymity will be maintained.

يوافق كلا الطرفين ضابط/ مسؤول الامان الرياضي والرياضي على الحفاظ على السرية التامة فيما يتعلق بجميع المناقشات والتقارير والمعلومات المتبادلة المتعلقة بالبلاغ. عند الضرورة، ستتم معالجة المعلومات ومشاركتها ا بناءً على الحاجة والاهمية للجهة المعنية فقط (لجنة الامان الرياضي)، وسيتم الحفاظ على سرية الهوية.

Safeguarding Officer's name اسم ضابط الحماية		Signature التوقيع	
Athlete's name اسم الرياضي		Signature التوقيع	