CLUB DEPORTIVO CHAÑE

Child Protection and Safeguarding Policy

Policy title	Child Protection and Safeguarding Policy
Organisation	Club Deportivo Chañe (C.D. Chañe), Calle Real 60, 40216 Chañe, Segovia, Spain
Version	1.0
Approving body	Junta Directiva / Asamblea General
Date of adoption	18 October 2008
Policy owner	Delegado/a de Protección (Safeguarding Lead)
Review cycle	Annually, and after any serious concern or change in law
Next review	18 October 2027
Applies to	All members, coaches, monitors, volunteers, board members, contractors and partner organisations working with children under 18

Document control	
Version	1.0
Prepared by	Junta Directiva, with the Delegado de Protección
Approved on	18 October 2008
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Related documents	Safeguarding Card (Annex 4); Concerns Record Form (Annex 2); Induction Checklist (Annex 3); Code of Conduct (Section 6); Data Protection Register

1. Purpose and legal framework

1.1 C.D. Chañe is a rural sports club providing basketball, indoor football, kayak polo, cycling, kimball, paddle, frontenis, rugby-promotion and multisport activities to members and to children in the municipality of Chañe. This policy establishes how the club protects children under 18 from harm and how any concern is recognised, recorded and referred.

1.2 This policy is adopted under, and consistent with:

- Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia (LOPIVI);
- Ley 14/2002, de 25 de julio, de atención y protección a la infancia en Castilla y León;
- Código Civil and Ley de Enjuiciamiento Civil provisions on guardianship and urgent protection measures;
- Reglamento (UE) 2016/679 (GDPR) and Ley Orgánica 3/2018 on data protection and digital rights;
- The UN Convention on the Rights of the Child;
- The Erasmus+ programme's child protection requirements, where the club participates in EU-funded activities.

1.3 This policy does not replace the statutory duties of public authorities. **The investigation of alleged violence against a child is reserved to the competent public institutions.** Internal club processes exist only to protect the child in the immediate term, to record what is known and to ensure that the referral reaches the right service.

2. Scope

2.1 This policy applies to all activities organised by the club, in Chañe or elsewhere, including training sessions, matches, federated competitions, camps, trips, transport, online contact, and activities delivered in partnership with schools, other clubs or European partners.

2.2 It applies to all adults acting for the club in any capacity, whether paid or unpaid, and to partner organisations and their staff when working with club children.

2.3 The club's regular membership is aged 16–35. Where the club delivers activities for children aged 8–15 (for example after-school multisport sessions, junior programmes or pilot activities), this policy applies in full, with additional safeguards set out in Sections 5 to 8.

3. Definitions

- **Child / young person:** any person under 18 years of age.
- **Concern:** any observation, disclosure, allegation or suspicion that a child is, or may be, at risk of harm.
- **Harm:** physical, psychological or emotional abuse, sexual abuse, neglect, bullying, cyberbullying, exploitation, radicalisation, or any other form of violence as defined in LOPIVI Article 1.2.
- **Delegado/a de Protección (Safeguarding Lead):** the person designated by the club to receive concerns and lead the club's response.
- **Listening adult:** the adult present at an activity whom a child has been told they can approach.
- **External service:** the competent public service to which a concern is referred.

4. Principles

4.1 The welfare of the child is the paramount consideration.

4.2 Every child has the right to be heard, and to be heard by means that suit them, including without speech.

4.3 No child is discriminated against on grounds of nationality, language, disability, gender, religion or family situation. Around 38% of Chañe's population is of non-Spanish origin; language and cultural barriers must be actively addressed in every safeguarding communication.

4.4 Concerns are acted on promptly, recorded factually and shared only on a need-to-know basis.

4.5 Adults act transparently. The club applies the rule of **at least two adults present** and avoids unobserved one-to-one contact.

4.6 Any person who raises a concern in good faith is protected from retaliation, including volunteers, monitors and children.

5. Roles and responsibilities

Role	Person	Responsibilities
President / Legal representative	Miguel Muñoz Boal	Ultimate accountability; authorises referrals and resources; acts when the Delegado is unavailable or implicated.
Delegado/a de Protección (Safeguarding Lead)	Hugo Muñoz Manso	Receives concerns; maintains the record; makes referrals; ensures training and induction; reviews this policy.
Backup Delegado/a	Miguel Muñoz Boal	Covers absence, conflict of interest, or where the primary is implicated.
Monitors, coaches and volunteers	All adults acting for the club	Follow the Code of Conduct; respond to disclosures; record and report immediately; never investigate.
Families and guardians	—	Receive this policy and the Safeguarding Card at enrolment; are informed of contacts and routes.
Board (Junta Directiva)	—	Approves the policy; reviews the annual safeguarding report.

5.1 The designation of a Delegado/a does not by itself confer specialist qualifications. The club will ensure that the Delegado/a and backup complete recognised child protection training within six months of adoption and refresh it at least every three years.

6. Code of Conduct

Adults acting for the club **must**:

- treat all children with respect and without favouritism;
- work in the presence of another adult, and in sight of others wherever practicable;
- use positive, age-appropriate language and methods;

- obtain consent before photographing or filming a child, and follow the guardian's wishes;
- report any concern immediately, including concerns about another adult's conduct;
- keep communications with children within club channels and appropriate hours.

Adults acting for the club **must not**:

- use physical punishment, threats, humiliation or discriminatory language;
- have unobserved one-to-one contact, including in changing areas, vehicles or online private messaging;
- share personal contact details or social media with children;
- make personal gifts, or develop exclusive personal relationships with a child;
- transport a child alone unless previously agreed in writing with the guardian and recorded;
- investigate a concern themselves or promise a child that the information will be kept secret.

7. Safe environments

7.1 **Ratios.** For activities with children aged 8–11, at least one adult per eight children; for ages 12–15, at least one adult per ten children. A minimum of two adults must be present at all times.

7.2 **Changing rooms and showers.** No adult enters a changing area used by children except in an emergency, and then accompanied by a second adult.

7.3 **Transport.** Club transport is only used with written guardian consent. Where a single child must be transported, a second adult is present or the journey is logged.

7.4 **Trips and residential activities.** A written risk assessment, named safeguarding contact, room allocation plan and emergency contacts are prepared in advance and shared with guardians.

7.5 **Photography and media.** Consent is obtained at enrolment and may be withdrawn at any time. Images are stored on club-controlled devices; no child is identified by full name alongside an image on public channels.

7.6 **Online activity.** Club accounts are managed by named adults. Private messaging with children is not permitted; group communications include a guardian or a second adult.

7.7 **Physical contact.** Contact is limited to what is necessary for coaching, safety and first aid, is age-appropriate and is explained to the child.

8. Recognising and responding to a concern

8.1 How a child or family asks for help

- At the start of every activity, the monitor names the **listening adult** for that session and shows where the **Safeguarding Card** (Annex 4) is displayed.
- A child may approach the listening adult and say, write, draw, point to a picture on the card, or use an agreed gesture or sign. No child is required to explain themselves verbally.
- Children may also ask a trusted adult outside the club (a family member, teacher or health worker) to pass on a concern on their behalf.
- Families are given the names and contact details of the Delegado/a and backup at enrolment, in Spanish and, where needed, in translation.

8.2 Immediate response by any adult

1. **Stay calm.** Listen without interrupting, without asking leading questions and without promising secrecy.
2. **Reassure** the child that they have done the right thing and that they are not to blame.
3. **Record** what was said and done, in the child's own words where possible, using the Concerns Record Form (Annex 2), within the same day.
4. **Report immediately** to the Delegado/a de Protección. If the Delegado/a is absent, implicated, or is the subject of the concern, report directly to the backup; if both are unavailable or implicated, report directly to the external service in Section 8.4 without seeking their permission.
5. **Do not investigate**, do not contact the family of the child about the substance of the concern unless advised by the external service, and do not confront any person concerned.

8.3 Decision on referral

The Delegado/a records the concern, considers immediate safety, and determines whether the concern meets the threshold for referral. Any concern involving a risk of significant harm, a criminal act, or a person in a position of trust is referred externally. **Where there is doubt, the concern is referred.**

8.4 External referral route

Level	Service	Contact	Use
Emergency, immediate danger	Emergencies / Police / Guardia Civil	**112**	Immediate risk to a child's life or safety
Local social services entry point	**CEAS de Cuéllar** (Centro de Acción Social), Servicios Sociales de Base covering Chañe	Tel. _____	Non-emergency concerns, family support, assessment
Child protection authority	**Sección de Protección a la Infancia, Gerencia Territorial de Servicios Sociales de Segovia**, C/ Infanta Isabel 16, 40001 Segovia	Tel. **921 461 982**	Referral of concerns requiring statutory protection
Gender-based violence	**016** (24h, free, confidential)	016	Where relevant
Child helpline	**ANAR**	900 20 20 10	Child or family advice

8.5 The Delegado/a records the date, time, service, receiving worker (where given) and content of the referral, and **checks within one working day that the referral has been received**. If receipt is not confirmed, the referral is repeated and escalated to the backup Delegado/a and the President.

8.6 If the usual contact at an external service is absent, the referral is made to the service's duty worker or general line; the club does not wait for the named contact to return.

9. Recording, confidentiality and data protection

9.1 All concerns are recorded on the Concerns Record Form and stored securely, separately from general club records, accessible only to the Delegado/a, the backup and the President.

9.2 Records are factual, dated, signed and distinguish clearly between what was observed, what was said and what was done.

9.3 Records are retained for the period required by law and in any event until the child reaches 25, then securely destroyed.

9.4 Information is shared with external services on a need-to-know basis and in accordance with GDPR Article 9(2)(b) and the LOPIVI duty to cooperate with authorities.

9.5 No case files, identifiable accounts or children's personal data are shared with project partners, including Erasmus+ partners. Only aggregated, anonymised information may be used for reporting.

10. Support and no retaliation

10.1 The club offers the child a named adult for ongoing support and informs the guardian, unless doing so would place the child at greater risk, in which case the external service advises.

10.2 Any adult who raises a concern in good faith is supported and protected. Adverse treatment of a person who reports a concern is itself a disciplinary matter.

10.3 Where a concern relates to an adult acting for the club, that adult is immediately suspended from contact with children pending the outcome of the external process.

11. Safe recruitment, induction and training

11.1 All adults working with children provide an identity document and a **certificado negativo del Registro Central de Delincuentes Sexuales y de Trata de Seres Humanos**, as required by LOPIVI, before starting.

11.2 Every new monitor completes the **Induction Checklist (Annex 3)** before their first session, signed by the Delegado/a.

11.3 The induction covers the seven elements: (1) first listening adult; (2) lead and deputy; (3) receiving service; (4) urgent route; (5) alternative if the usual person is implicated; (6) secure record location; (7) receipt and follow-up owner. It is practised with three scenarios: an absent lead, a staff-related concern, and a child who does not use speech.

11.4 All adults complete refresher training at least every two years and receive a briefing on any revision of this policy.

12. Monitoring, review and communication

12.1 The Delegado/a reports annually to the Junta Directiva on the number and type of concerns, referrals, training completed and any policy changes, using anonymised data only.

12.2 This policy is reviewed annually and after any serious concern.

12.3 The policy and the Safeguarding Card are published on the club website, displayed at every venue, distributed at enrolment and included in the induction pack.

12.4 Partner organisations working with club children receive this policy in advance and confirm in writing that they will comply with it.