



Child Protection Policy

Safeguarding children
and young people

Child Protection Policy

Rinova Málaga

Safeguarding children and young people

Policy document

RINOVA MALAGA S.L.U.

Child Protection Policy

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Contents

Safeguarding Statement	4
Part A – Policy	5
1. Purpose	5
2. Scope	5
3. Legal and policy framework	5
4. Definitions	6
5. Principles	7
6. Transparency and publication	7
Part B – People	8
7. Roles and responsibilities	8
8. Safe recruitment and vetting	8
9. Training	9
10. Code of Conduct	9
11. Partners, contractors and project consortia	10
Part C – Procedures (KCS Standard 3)	11
12. Risk assessment and safe programme design	11
13. Recognising concerns	11
14. Responding to a child who tells you about abuse	11
15. Reporting procedure	11
16. Allegations against staff and associates	12
17. Complaints and whistleblowing	13
18. Records, confidentiality and data protection	13
19. Communications, images and online safety	13
20. Travel, mobilities, events and residentials	13
Part D – Accountability (KCS Standard 4)	15
21. Monitoring and reporting	15
22. Policy review	15
23. Non-compliance	15
Annex 1 – Possible signs of abuse	16
Annex 2 – Safeguarding Concern Report Form	17
Annex 3 – Key contacts	18
Annex 4 – Statement of Commitment and Self-Declaration	19
Annex 5 – Consent to images and personal information	20
Annex 6 – Child-friendly summary	21

Safeguarding Statement

Rinova is committed to the four general principles of the UN Convention on the Rights of the Child: non-discrimination; the best interests of the child as a primary consideration; the right to life, survival and development; and the right of children to express their views and have them taken seriously. Abuse, exploitation and neglect of children by anyone connected with Rinova will not be tolerated. Every concern will be taken seriously and acted upon.

In 2010, Rinova was formed in the context of public austerity across Europe, which saw an exponential rise in the incidence of young people 'NEET' (not in employment, education or training) and significant pressures on society, including families and children. Rinova's work since that time has often focused on designing programmes aimed at social innovation for the benefit of children and young people, and those who work with them, in London, UK and across a range of mobilities in Europe and in EU projects.

In 2018 Rinova commenced direct operations in Malaga, Spain and now operates as the 'Rinova Group' which also comprises Rinova Malaga S.L.U., an affiliated but separate legal entity in Spain, operating fully under Spanish legislation. Since then, Rinova Malaga has been inspired by the safeguarding and protection policy adopted by the Rinova Group as a whole and followed by Rinova Ltd for more than a decade. It has adopted the safeguarding and protection values of the Rinova Group and developed a distinct statement to the Spanish context and legislation to ensure that its work, and that of its staff team draws upon this wider experience whilst also being focused upon as the importance of the traditions and cultural values in Spain and Andalusia as well as the required legislative practices for the protection and harmonious interaction with children.

Rinova Malaga S.L.U. develops, manages and implements work programmes connected with social, economic and cultural development which support children, young people and a range of groups as learners and as participants. Traditionally, our direct work with young people concerns the age group 16-25, although increasingly it involves working on projects and with partners who work with younger children in a variety of contexts (youth work and school).

The majority of our work is undertaken in partnership with organisations that are specialised in supporting young people, children and vulnerable adults directly. This includes schools, colleges, youth-oriented NGOs and the providers of initial vocational education and training. However, in some cases staff at Rinova are also involved in the direct delivery of service provision themselves to these groups and in our capacity as partnership coordinators and project managers we frequently handle their data and personal records.

Therefore, in that context, when we are doing so we aim to provide a secure, safe and comfortable environment in which they can benefit fully from our programmes and maximise their potential.

Richard Parkes, President, Rinova Malaga S.L.U. and Director, Rinova Group

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Part A – Policy

1. Purpose

This policy sets out how Rinova Malaga prevents harm to children through its staff, associates, operations and programmes, and how it responds when there is a concern. It exists to:

- protect children and young people who take part in, or are affected by, our work;
- give everyone working with or for Rinova Malaga clear rules on behaviour and a clear route to report concerns;
- meet our obligations under Spanish and Andalusian law and the requirements of EU funders, including the CERV programme.

2. Scope

2.1 Who the policy applies to

This policy is binding on everyone who works for or represents Rinova Malaga, whether paid or unpaid:

- employees on any type of contract, including part-time and fixed-term;
- trainees, interns and students on placement;
- volunteers;
- consultants, freelance trainers, facilitators, evaluators and other contractors;
- staff of Rinova Group entities when working on Rinova Malaga activities;
- visitors, journalists, photographers and funders attending activities where children are present.

Partner organisations are covered by section 11.

2.2 Activities covered

The policy covers all activities, in person or online, in Spain or abroad, in which Rinova Malaga has:

- **direct contact** with children – being in their physical or online presence, occasionally or regularly;
- **indirect contact** – holding or processing children's personal data, images or stories; designing or funding activities delivered by partners; or coordinating projects in which partners work with children.

2.3 Adults at risk

The principles, code of conduct and reporting procedure in this policy also apply to adults at risk – people aged 18 or over who, because of disability, illness, age or circumstances, may be unable to protect themselves from harm or exploitation. Reports concerning adults at risk go to the Designated Safeguarding Lead in the same way and are referred to the appropriate adult social services or police.

3. Legal and policy framework

This policy is based on the following instruments. Rinova Malaga will apply any legislation that amends or replaces them.

Instrument	Relevance
UN Convention on the Rights of the Child (1989)	Definition of a child; rights to protection and participation
Charter of Fundamental Rights of the EU, Art. 24	Rights of the child; best interests as a primary consideration
Ley Orgánica 1/1996, de Protección Jurídica del Menor	Best interests of the minor; duties of public and private entities
Ley Orgánica 8/2021 (LOPVI), de protección integral a la infancia y la adolescencia frente a la violencia	Duty to report violence against children (Arts. 15–16); negative sexual-offences certificate for anyone in habitual contact with minors, paid or voluntary (Art. 57); protection protocols and designated protection lead

Instrument	Relevance
Real Decreto 1110/2015, Registro Central de Delinquentes Sexuales	Operation of the sexual-offences register and certificates
Ley 4/2021, de Infancia y Adolescencia de Andalucía	Andalusian framework for child protection (replaces Ley 1/1998 except its Title III)
Decreto 210/2018 (procedimiento SIMIA)	Andalusian procedure for detecting and notifying situations of risk and neglect by parents or carers
Reglamento (UE) 2016/679 (GDPR) and Ley Orgánica 3/2018 (LOPDGDD)	Processing of children's data; age of digital consent in Spain is 14 (LOPDGDD Art. 7)
Keeping Children Safe – International Child Safeguarding Standards	Structure of this policy (Policy, People, Procedures, Accountability)

4. Definitions

Term	Meaning in this policy
Child	Anyone under 18 years of age (UNCRC Art. 1), regardless of the age of majority in their home country.
Young person	A participant aged 16–25. Those under 18 are children for all purposes of this policy.
Safeguarding	Everything Rinova Malaga does to make sure its staff, associates, operations and programmes do no harm to children, and to respond appropriately when harm is suspected.
Child protection	The part of safeguarding concerned with responding to children who are being harmed or at risk of harm.
Violence (LOPVI Art. 1.2)	Any action, omission or negligent treatment that deprives a child of their rights and wellbeing and threatens or interferes with their physical, psychological or social development, whatever the form or means, including online.
Designated Safeguarding Lead (DSL)	The person appointed under section 7 to receive and manage concerns. In Spanish, Delegado/a de Protección.
Associate	Any non-employee in the scope of section 2.1.

4.1 Forms of abuse

- **Physical abuse** – causing or threatening physical harm or injury.
- **Emotional abuse** – persistent ill-treatment that damages a child's emotional development, including humiliation, threats, rejection, intimidation or exposing a child to violence.
- **Sexual abuse and exploitation** – involving a child in any sexual activity, contact or non-contact, including grooming, showing sexual material, producing or sharing sexual images of a child, and exchanging anything of value for sexual activity.
- **Neglect** – persistent failure to meet a child's basic physical or psychological needs, or to protect them from harm.
- **Online abuse** – any of the above carried out through digital technology, including cyberbullying, sextortion and unwanted contact through social media or messaging apps.
- **Peer-on-peer abuse and bullying** – harm caused by one child or young person to another, including in groups taking part in our activities.

- **Exploitation** – using a child for the benefit of others, including labour exploitation, trafficking and radicalisation.
- **Discrimination and harassment** – on any ground listed in the Rinova Equal Opportunities, Inclusion and Diversity Policy.

A child may experience more than one form of abuse. Abuse can be committed by adults or by other children, by people known or unknown to the child, and by people inside or outside Rinova Malaga.

5. Principles

- **Best interests first.** When interests conflict, the child's safety and wellbeing prevail.
- **Zero tolerance.** Abuse or exploitation by anyone within the scope of this policy is never acceptable and will lead to action.
- **If in doubt, report.** Staff do not have to be certain, and must not investigate. They must report.
- **Children are heard.** Children are told about their rights and how to raise a concern, in language they understand, and their views are taken into account.
- **Equal protection.** Every child has the same right to protection, with extra attention to children with disabilities, migrant and unaccompanied children, and others at higher risk.
- **Confidentiality on a need-to-know basis.** Information is shared only with those who need it to protect the child.

6. Transparency and publication

- This policy is published in English and Spanish on the Rinova Malaga website at <https://rinova.es/> and can be downloaded without registration.
- A short child-friendly version (Annex 6) is given to children and young people at the start of every activity and displayed at venues. It explains what behaviour to expect from adults, how to raise a worry and who the DSL is.
- The policy is sent to every partner organisation at the start of each project and to parents or carers with activity consent forms.
- Everyone in section 2.1 receives the policy before starting work and signs the Statement of Commitment (Annex 4).
- The name and contact details of the DSL are displayed at every activity involving children and on the website.

Part B – People

7. Roles and responsibilities

Role	Responsibilities
President	Holds overall accountability. Approves this policy and its annual review. Appoints the DSL for safeguarding. Receives the annual safeguarding report (section 21).
Designated Safeguarding Lead (Delegada de Protección) Gigi guizzo, Senior Development Manager +34 664879421· gigig@rinova.es	Receives and records all concerns. Decides on referrals to authorities within the timescales in section 15. Keeps confidential safeguarding records. Coordinates training. Checks partner safeguarding arrangements. Advises staff. Reports to the Governing Council. Keeps up to date with legal requirements.
Deputy DSL Ana Huesa, Admin & Liaison Officer +34 664879421· anah@rinova.es	Acts for the DSL when absent, or when a concern involves the DSL.
Project managers	Carry out the risk assessment for each project (section 12). Brief participants and partners on the policy. Make sure the recruitment checks in section 8 are complete before anyone has contact with children.
Everyone in scope	Follows the Code of Conduct (section 10). Reports any concern to the DSL without delay. Completes required training.

If the DSL and deputy are both unavailable, or the concern is about either of them, report directly to the President, Richard Parkes (rickp@rinova.es), or to the external authorities in Annex 3.

8. Safe recruitment and vetting

These requirements apply to employees, trainees, interns, volunteers, consultants and contractors. No one may have contact with children in Rinova Malaga activities until every step that applies to their role is complete.

8.1 Steps for all roles

1. **Role description** – every role description states the level of contact with children (none / indirect / direct) and the safeguarding responsibilities of the role.
2. **Advertisement** – adverts for roles with contact with children state Rinova Malaga's commitment to safeguarding and that checks will be carried out.
3. **Application and self-declaration** – candidates complete the self-declaration in Annex 4, disclosing any criminal convictions, pending proceedings, and any previous safeguarding allegations or disciplinary action relating to children.
4. **Interview** – at least one question tests the candidate's understanding of safeguarding and appropriate boundaries with children and young people.
5. **References** – two references, at least one from the most recent employer or organisation where the candidate worked with children. Family members are not accepted. References are verified by phone or email with the referee.
6. **Identity** – identity is checked against an official document.
7. **Commitment** – the person signs the Statement of Commitment (Annex 4); compliance with this policy is a term of every employment contract, volunteer agreement, traineeship agreement and service contract.

8.2 Additional check for roles with direct contact with children

Under Article 57 of LO 8/2021, anyone whose paid or unpaid role involves habitual contact with children must hold a negative certificate from the Central Register of Sex Offenders (Certificado de Delitos de

Naturaleza Sexual). A general criminal records certificate (certificado de antecedentes penales) is not a substitute.

- Spanish nationals and residents apply online at <https://sede.mjusticia.gob.es/tramites/certificado-registro-central> or at a Ministry of Justice office.
- Foreign nationals also provide an equivalent certificate from their country of nationality, and from any country where they have lived in the last 5 years, translated where necessary.
- The certificate must be issued no more than 3 months before the start date. It is renewed every 2 years and whenever a person moves into a role with direct contact.
- Rinova Malaga records that the certificate was seen, its date and result. Copies are kept only as long as needed and in line with GDPR and LOPDGDD.
- A person whose certificate shows a conviction for a sexual offence or trafficking will not be engaged in any role with contact with children.

People with only occasional contact (for example a visiting speaker) who have not completed these checks must never be left alone with children and must be supervised by a vetted member of staff at all times.

8.3 Induction and probation

New starters complete safeguarding induction (section 9) before any contact with children. Conduct towards children is reviewed during probation or the first supervision meeting.

9. Training

Who	Training	When
Everyone in scope	Induction on this policy, the Code of Conduct and how to report	Before any contact with children, and within 4 weeks of starting in any case
Staff, trainees and volunteers with direct contact	Safeguarding and child protection training covering signs of abuse, responding to disclosures, online safety and the reporting procedure	Within 3 months of starting; refreshed at least every 2 years
DSL and deputy	Advanced training for designated leads, including Spanish/Andalusian referral routes	On appointment; refreshed at least every 2 years
Everyone in scope	Briefing on changes to this policy or the law	Within 1 month of each revision
Project teams before a mobility or residential activity	Activity-specific safeguarding briefing based on the risk assessment	Before departure / start

The DSL keeps a training record showing who completed which training and when. Completion of training is checked at annual appraisal.

10. Code of Conduct

Everyone in scope must follow this code. A breach may lead to disciplinary action, termination of contract or agreement, and referral to the authorities.

You must

- treat every child with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, opinion, national, ethnic or social origin, disability or any other status;
- plan activities so that at least two adults are present or within sight and hearing of each other when working with children;
- hold one-to-one meetings with a child only when necessary, in an open or visible space, and with a colleague informed;

- use only Rinova Malaga or project accounts and group channels to communicate with children online, never private accounts;
- get informed consent before taking or using any photograph, video, story or personal information (section 19);
- respect children's privacy when they are changing, using toilets or in their sleeping accommodation;
- be aware of how your words, actions and physical contact could be interpreted, and keep physical contact to what is appropriate, brief and initiated by the child where possible;
- report any concern, disclosure, breach of this code or situation that could be misinterpreted to the DSL immediately.

You must never

- hit, physically assault or physically punish a child;
- engage in any sexual activity or relationship with anyone under 18, regardless of the age of consent locally – mistaken belief about a child's age is not a defence under this policy;
- develop relationships with children that could be seen as exploitative, abusive or favouring one child over others;
- use language, suggestions or behaviour that is sexual, offensive, degrading or humiliating;
- share or show children any sexual, violent or otherwise inappropriate material, online or offline;
- give children alcohol, tobacco or drugs, or be under the influence of alcohol or drugs while responsible for children;
- invite a child to your home, take a child alone in a vehicle (except in an emergency, with the DSL informed), or share a room or bed with a child;
- contact children through private phones or social media for purposes unrelated to the activity, or ask them to keep secrets;
- give gifts or money to individual children outside agreed project arrangements;
- condone or fail to report a breach of this code by anyone else.

If you have to act outside this code in an emergency, record what you did and why, and tell the DSL the same day.

11. Partners, contractors and project consortia

- Before a project starts, the project manager asks each partner that will work with children for its child protection policy, or evidence of equivalent safeguarding arrangements. The DSL checks it against the four KCS standards.
- Partners without adequate arrangements must agree in writing to follow this policy during the project, and Rinova Malaga will support them to develop their own.
- Partnership agreements and subcontracts include clauses requiring partners to follow safeguarding standards at least equivalent to this policy, to report concerns involving project activities to the Rinova Malaga DSL within 24 hours, and allowing Rinova Malaga to suspend or end cooperation if children are put at risk.
- Where Rinova Malaga coordinates a consortium, each partner names a safeguarding focal person and these contacts are shared across the consortium.

Part C – Procedures

12. Risk assessment and safe programme design

Every project or activity involving children has a written safeguarding risk assessment before it starts, prepared by the project manager and signed off by the DSL. It covers at least:

- age and needs of participants, including disability and language;
- venues, transport, accommodation and supervision ratios;
- online activities and platforms used;
- collection, storage and sharing of personal data and images;
- international travel and mobilities, including the child protection contacts in each host country;
- risks from other participants, partners and third parties;
- the specific controls to reduce each risk and who is responsible.

Risk assessments are reviewed if the activity changes and after any incident.

13. Recognising concerns

A concern may arise from something you see (a physical or behavioural sign), something a child tells you (a disclosure), something someone else tells you, or the behaviour of an adult or another young person. Annex 1 lists signs that may indicate abuse. No single sign proves abuse, and staff do not need proof before reporting.

14. Responding to a child who tells you about abuse

Do

- stay calm, listen, and let the child speak in their own words;
- reassure the child that they were right to tell you and that it is not their fault;
- explain that you cannot keep it secret and that you will tell only people who need to know in order to help;
- write down what the child said, in their own words, as soon as possible (Annex 2), with the date, time and your signature.

Do not

- promise confidentiality;
- ask leading questions, press for details or investigate – that is the role of the police and social services, and questioning can harm the child and any later legal case;
- confront the alleged abuser;
- contact the parents or carers yourself – the DSL decides whether and when this is safe;
- discuss the concern with colleagues other than the DSL.

15. Reporting procedure

Spanish law (LO 8/2021, Arts. 15–16) requires anyone who learns of violence against a child to report it to the authorities, and places a stronger duty on those whose work involves children. This procedure makes sure Rinova Malaga meets that duty.

Where there are indications of violence against a child, any duty under Spanish law to report immediately to the competent authorities takes precedence over the internal reporting procedure below. Internal reporting to the DSL must never delay an immediate external report required by law.

Step	Who	What and when
1. Immediate danger	Whoever is present	If a child is in immediate danger or needs urgent medical care, call 112 first. Then tell the DSL.
2. Report internally	Whoever has the concern	Tell the DSL (or deputy) in person or by phone the same day, and within 24 hours at the latest.

Step	Who	What and when
		Complete the Concern Report Form (Annex 2) and send it only to the DSL.
3. Assess	DSL	The DSL reviews the concern without delay and decides what further safeguarding action is required. Where there are indications of violence against a child, the matter is referred immediately to the competent authority in accordance with Spanish law. For other safeguarding concerns, the DSL decides whether to: (a) refer to the competent authorities; (b) seek advice from social services or other competent services; or (c) record and monitor the concern where appropriate. The decision, action taken and reasons are recorded. Where there is any doubt, the DSL refers.
4. Refer externally	DSL	Suspected crime (including any sexual abuse): Policía Nacional (091), Guardia Civil (062) or Fiscalía de Menores de Málaga. Risk or neglect by parents or carers: Servicios Sociales Comunitarios of the child's municipality, or the Junta de Andalucía notification line 900 851 818 (24 hours). Where Rinova Malaga staff act as professionals, the SIMIA notification sheet is completed through the Junta de Andalucía system. Concerns about a child in another country: the DSL contacts the partner's focal person and the competent authority in that country (see project risk assessment).
5. Inform parents or carers	DSL	Only if doing so will not put the child at further risk or prejudice an investigation, and after agreement with the authorities where a referral has been made.
6. Support	DSL	Make sure the child is safe and offered support. Offer support to the person who reported.
7. Record and follow up	DSL	Record all actions in the confidential safeguarding log. Follow up on the referral with the authority within 5 working days and record the outcome.

Any person may also report directly to the authorities in Annex 3 if they believe the internal procedure is not working or the concern involves senior staff. Rinova Malaga will not take action against anyone who reports a concern in good faith.

16. Allegations against staff and associates

- Any allegation that someone in scope has harmed a child, behaved in a way that indicates a risk to children, or breached the Code of Conduct is reported to the DSL, or to the President if the allegation concerns the DSL.
- Where the allegation could involve a crime, it is reported to the police or Fiscalía de Menores without delay. Rinova Malaga does not carry out its own investigation until the authorities confirm this will not prejudice theirs.
- The person is removed from any contact with children while the matter is dealt with. For employees this is a precautionary suspension on full pay under Spanish employment law; for volunteers, trainees and contractors, their activity is suspended. Suspension is not a finding of guilt.

- Any internal investigation is carried out by a person with no conflict of interest, is fair to all parties, and gives the person concerned the right to respond and to appeal to the Governing Council.
- Outcomes may include no further action, training, a written warning, dismissal, or termination of the agreement. Where the person's conduct means they should not work with children, Rinova Malaga informs the authorities and any partner or funder with a legitimate need to know, within the limits of data protection law.
- Allegations about a partner organisation's staff during a Rinova Malaga activity are reported to that partner's focal person and, where required, to the authorities. Rinova Malaga may suspend the partner's involvement with children.
- The Governing Council member for safeguarding is informed of every allegation against staff or associates.

17. Complaints and whistleblowing

- Children, parents, carers, partners and members of the public can raise a safeguarding complaint by email to info@rinova.es, by phone to the DSL, or through the project team. Children are told about these routes at the start of each activity in language they understand.
- Staff and associates can raise concerns about safeguarding practice at Rinova Malaga confidentially through info@rinova.es, or directly with the President.
- Complaints are acknowledged within 5 working days and a response given within 30 days, unless referral to the authorities means that timing cannot be met.
- Anyone who raises a concern in good faith is protected from retaliation.

18. Records, confidentiality and data protection

- Safeguarding records are factual, dated and signed, and distinguish fact from opinion.
- They are kept by the DSL in a secure, access-restricted location (locked cabinet or encrypted folder), separate from general project files.
- Information is shared only with those who need it to protect the child, and with the authorities.
- Children's personal data is processed in line with GDPR and LOPDGDD. Where consent is the lawful basis, persons aged 14 or over may generally consent themselves; for younger children parental/legal-guardian consent is required, subject to any other applicable legal requirement.
- Safeguarding records are kept securely for as long as necessary for safeguarding, legal and accountability purposes, in accordance with applicable data protection law and Rinova Malaga's data retention procedures. Further information on Rinova Malaga's data protection practices is available in its Legal Notice & Privacy Statement: <https://rinova.es/en/legal-notice-privacy-statement/>. Records are securely destroyed when they are no longer required.

19. Communications, images and online safety

- Written informed consent (Annex 5) is obtained from the child and, for children under 14, from a parent or guardian, before any photograph, video, recording, quote or story is taken or used. Children are told how it will be used and that they can refuse or withdraw consent without consequences.
- Children are shown with dignity, appropriately dressed, and not in any pose that could be seen as sexual. Images focus on the activity and on groups where possible.
- Only first names are used. No information is published that would allow a child to be located (school, home area, full name with photo).
- Images are stored on Rinova Malaga systems only, not on personal devices, and deleted when no longer needed.
- External photographers, journalists and film crews are briefed, sign Annex 4, and are accompanied by staff at all times.
- Online activities use platforms approved by Rinova Malaga, with at least two adults present, no private chat between adults and individual children, and recordings made only with consent.

20. Travel, mobilities, events and residentials

- A specific risk assessment is completed (section 12), including host-country emergency numbers and child protection contacts.
- Written consent from parents or carers is obtained for any child travelling, including emergency medical consent and contact details.
- Accompanying adults are vetted under section 8 and briefed before departure. There is at least one adult of each relevant gender where groups are mixed.
- Sleeping arrangements are agreed in advance: adults never share rooms with children who are not their own; children share only with children of similar age.
- Host families and host organisations are checked and briefed on this policy.
- Every child has a named contact person and knows how to reach them 24 hours a day.

Part D – Accountability

21. Monitoring and reporting

The DSL monitors how the policy works in practice and reports to the President each year. The annual report includes:

- number and type of concerns reported, referrals made and outcomes (anonymised);
- percentage of staff and associates with a valid sexual-offences certificate where required;
- percentage who have completed required training;
- number of projects with a completed safeguarding risk assessment;
- partner safeguarding checks completed;
- feedback from children and young people on whether they felt safe and knew how to raise a concern (collected through activity evaluations);
- lessons learned and actions agreed.

After any serious incident, the DSL and the Governing Council member for safeguarding carry out a review of what happened, what worked and what must change, within 30 days of the case being closed.

22. Policy review

- The policy is reviewed at least once a year by the DSL and approved by the President, and in addition after any serious incident, change in the law, or significant change in Rinova Malaga's activities.
- Children and young people taking part in our programmes are consulted on the child-friendly version at each review.
- Each version is dated, numbered and published on the website; the version history is kept below.

Version	Date	Changes
V04	10/07/2023	Previous version
5.0	25/09/2026	Restructured around the four KCS standards. Corrected vetting requirement to the sexual-offences certificate (LOPIVI Art. 57), extended to volunteers, trainees and contractors. Updated Andalusian legal references. Added reporting timescales, allegations procedure, complaints, data protection, communications, partners, mobilities, monitoring and annexes.

23. Non-compliance

Failure to follow this policy is a serious matter. For employees it is dealt with under the disciplinary procedure in their terms and conditions and applicable Spanish employment law. For trainees, volunteers, consultants, contractors and partners it may lead to termination of the relevant agreement. Where a breach may be a crime, it is reported to the authorities.

Annex 1 – Possible signs of abuse

These are indicators, not proof. Some have innocent explanations. What matters is to notice, record and report to the DSL – not to decide whether abuse has happened.

Area		Possible indicators
Physical		Injuries without a credible explanation or in unusual places; explanations that change; reluctance to change clothes or take part in physical activity.
Emotional / behavioural		Sudden changes in behaviour or mood; withdrawal, anxiety or aggression; low self-esteem; fear of going home or of a particular person; self-harm; running away.
Sexual		Sexual knowledge or behaviour not expected for the child's age; unexplained gifts, money or phones; secretive online activity; an older "boyfriend" or "girlfriend".
Neglect		Persistent hunger, poor hygiene or unsuitable clothing; untreated medical problems; frequent absence; tiredness.
Concerning behaviour	adult	An adult who seeks time alone with a particular child, gives special attention or gifts, contacts a child privately online, asks a child to keep secrets, or ignores the Code of Conduct.

Annex 2 – Safeguarding Concern Report Form

Complete this as soon as possible and within 24 hours. Send it only to the DSL. Do not keep copies. Record facts; mark clearly anything that is opinion or was told to you by someone else.

Field	Details
Your name, role and organisation	
Your phone and email	
Date and time you are writing this	
Child's name, age and gender	
Project / activity and location	
How the concern arose (seen / told by child / told by another person – who?)	
What happened – date, time, place, who was involved	
What the child said, in their own words	
What you said or did in response	
Visible injuries or other observations	
Name of alleged person responsible (if known) and their relationship to the child	
Are other children at risk?	
Has anyone else been told? Who?	
Signature	

For the DSL

Field	Details
Date and time received	
Decision (refer / seek advice / monitor) and reasons	
Authority contacted, name of officer, date, reference number	
Parents/carers informed? When, by whom, or reason not informed	
Follow-up and outcome	
DSL signature and date	

Annex 3 – Key contacts

Rinova Malaga

Role	Contact
Designated Safeguarding Lead – gigi guizzo	+34 664879421· gigig@rinova.es
Deputy DSL – Ana Huesa	+34 664879421· anah@rinova.es
President, Governing Council – Richard Parkes	+34 664879421· rickp@rinova.es
Safeguarding inbox	info@rinova.es

External – Spain and Andalusia

Service	Contact
Emergencies (police, ambulance, fire)	112
Policía Nacional	091
Guardia Civil	062
Junta de Andalucía – notification of possible child maltreatment (24 h, free, anonymous option)	900 851 818
Junta de Andalucía – general information on children's services	900 921 111
Defensoría de la Infancia y la Adolescencia de Andalucía	900 21 21 24
Child helpline (EU-wide)	116 111
Fundación ANAR – helpline for children and adults	900 20 20 10
Online safety helpline (INCIBE)	017
Gender-based violence helpline	016
Fiscalía Provincial de Málaga – Sección de Menores	Calle Fiscal Luis Portero García s/n (CP 29010, Málaga) Teléfono principal 951 93 80 50
Servicios Sociales Comunitarios, Ayuntamiento de Málaga	Concejal Muñoz Cerván, 3 (Módulo 3, CP 29003, Málaga) Teléfono de centralita 951 92 60 11

For activities outside Spain, host-country contacts are listed in the project risk assessment.

Annex 4 – Statement of Commitment and Self-Declaration

I, _____ (name), role _____, confirm that:

1. I have read and understood the Rinova Malaga Child Protection Policy and Code of Conduct and agree to follow them.
2. I understand that breaching the policy may lead to disciplinary action or termination of my contract or agreement, and to referral to the authorities.
3. Where my role involves habitual contact with children, I will provide a negative Certificado de Delitos de Naturaleza Sexual (and, if I am a foreign national, an equivalent certificate from my country of nationality) before starting, and will renew it when required.
4. I will tell the DSL immediately if I am investigated, charged or convicted of any offence, or am the subject of any safeguarding allegation, while working with Rinova Malaga.

Self-declaration

Question	Yes / No
Have you ever been convicted of a criminal offence in any country, including spent convictions?	
Are you currently subject to any criminal investigation or proceedings?	
Have you ever been the subject of a safeguarding allegation, investigation or disciplinary action relating to children or adults at risk?	
Have you ever been barred or restricted from working with children in any country?	

If you answered yes to any question, give details on a separate sheet in a sealed envelope marked for the DSL. A yes answer does not automatically exclude you; the DSL will assess it confidentially.

Signature: _____ Date: _____

Annex 5 – Consent to images and personal information

To be adapted for each activity and given in the language of the child and family.

I agree that...	Yes / No
Rinova Malaga may take photographs or video of me during [activity]	
These may be used on the Rinova Malaga and project websites and social media	
These may be used in reports to funders (e.g. the European Commission) and printed materials	
My first name may be used with images or quotes	
My words or story may be quoted	

I understand I can say no, or change my mind at any time, by contacting info@rinova.es. Saying no will not affect my participation.

Participant name and signature: _____

Date: _____

Parent / legal guardian name and signature (required for under-14s): _____

Date: _____

Annex 6 – Child-friendly summary

Keeping you safe with Rinova Malaga

- Everyone has the right to feel safe and be treated with respect when taking part in our activities.
- Adults working with us have promised to follow rules that keep you safe. They should never hurt you, make you feel uncomfortable, ask you to keep secrets, or contact you privately on social media.
- We will ask before we take photos or use your name, and you can always say no.
- If something worries you – about an adult, another young person, or something happening at home or online – you can tell any member of our team, or tell our safeguarding lead directly: gigi guizzo, +34 664879421· gigig@rinova.es
- We will listen and take you seriously. We will only tell people who need to know so they can help.
- You can also call 116 111 or ANAR on 900 20 20 10 – free and confidential.