



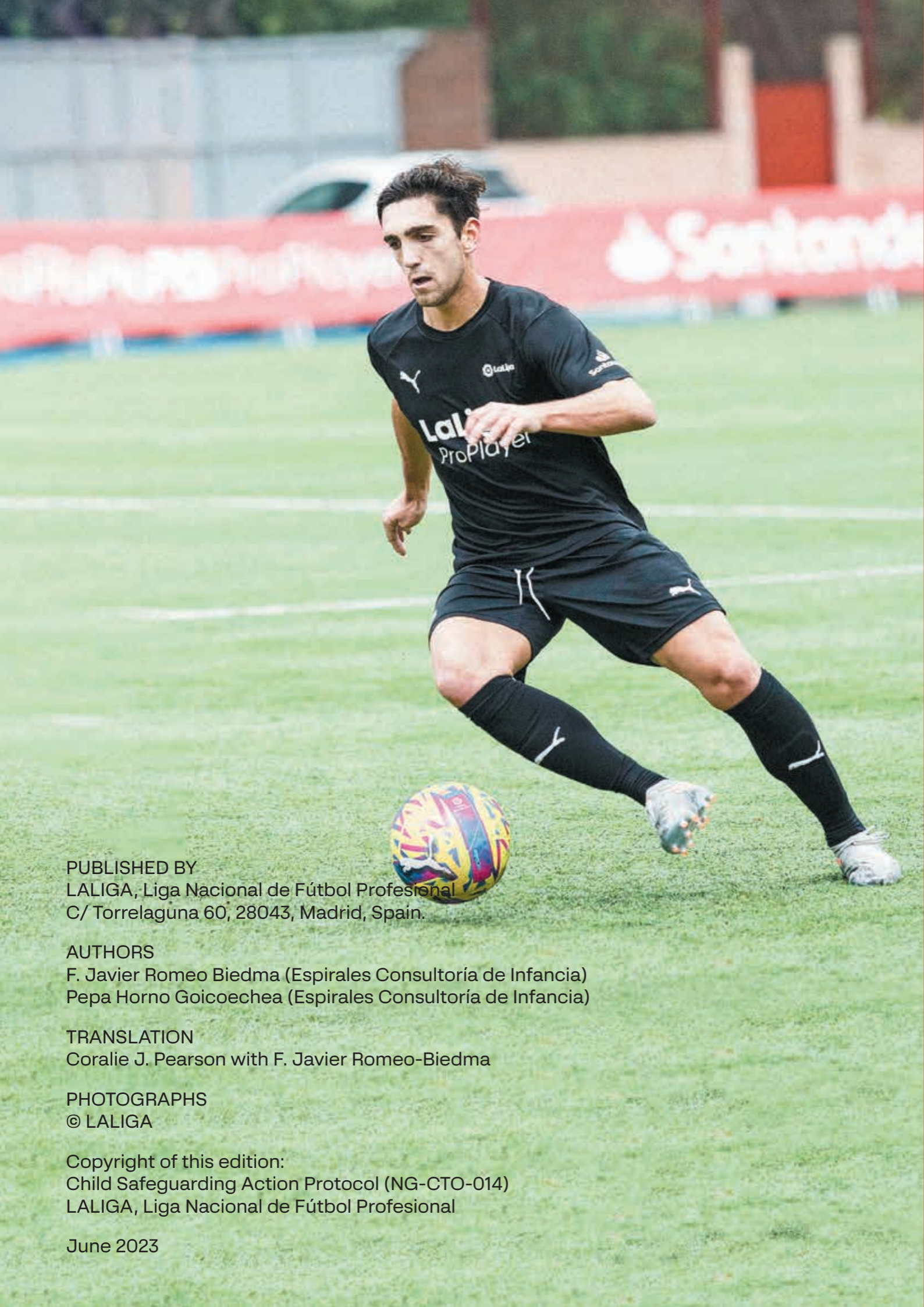
CHILD SAFEGUARDING ACTION PROTOCOL

(NG-CTO-014)



 DO THE
RIGHT THING.

LALIGA



PUBLISHED BY
 LALIGA, Liga Nacional de Fútbol Profesional
 C/ Torrelaguna 60, 28043, Madrid, Spain.

AUTHORS
 F. Javier Romeo Biedma (Espirales Consultoría de Infancia)
 Pepa Horno Goicoechea (Espirales Consultoría de Infancia)

TRANSLATION
 Coralie J. Pearson with F. Javier Romeo-Biedma

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 Child Safeguarding Action Protocol (NG-CTO-014)
 LALIGA, Liga Nacional de Fútbol Profesional

June 2023

01
02
03

04
05
06

07
08
09

ANEXO 1

ANEXO 2

PURPOSE	04
SCOPE OF APPLICATION	07
CRITERIA FOR TAKING ACTION IN CHILD SAFEGUARDING	08
3.1 // Specific principles that must govern action in Child Safeguarding	08
3.2 // Keys to differentiating between suspicion and evidence	09
3.3 // The duty to report situations	11
3.4 // Avoiding causing further harm: safe and protective action	13
3.5 // Diagram of possible actions	16
ACTION IN SITUATIONS OF VULNERABILITY	17
ACTION IN SITUATIONS OF PEER CONFLICT	20
ACTION IN SITUATIONS OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, AGAINST CHILDREN AND YOUNG PEOPLE	23
6.1 // Suspicion or evidence of violation of rights, and particularly of violence, by LALIGA personnel	23
6.2 // Suspicion or evidence of violation of rights, and particularly of violence, by personnel of a LALIGA partner organisation in activities with children and young people organised by LALIGA	30
6.3 // Suspicion or evidence of violation of rights, and particularly of violence, by another child or young person in LALIGA-organised activities	39
6.4 // Suspicion or evidence of violation of rights, and particularly of violence, by a person external to LALIGA-organised activities	46
INTERPRETATION AND QUERIES	53
BREACHES	53
EFFECTIVE DATE	53
MODEL REPORT FORMAT FOR POSSIBLE SITUATIONS OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, AGAINST A CHILD OR YOUNG PERSON	54
SUMMARY TABLE OF VIOLENCE INDICATORS	62

01. PURPOSE

LALIGA has equipped itself with a Child Safeguarding System (“the System” or “the Safeguarding System”) to ensure the well-being and safeguarding of children and young people. In order to address situations in which risks are detected it is essential to have a step-by-step description of the general lines of action. This Child Safeguarding Action Protocol, which is a core component of the LALIGA Child Safeguarding System described in the LALIGA Child Safeguarding Policy, has the following objectives:

- To guarantee safe and protective care for everyone involved, particularly children and young people, whether they have experienced situations of violence or they have caused them, so as to foster their full recovery and prevent a repetition of similar situations in the future.
- To provide a set of basic guidelines for action in response to any situation that poses any kind of risk for a child or young person, with the recommended steps in each case, particularly in situations of vulnerability and in peer conflicts.
- To establish specific guidelines for action in response to situations of violation of rights, and particularly of violence, against children and young people, that are mandatory for any professional working in activities with children and young people that are organised by LALIGA, regardless of their relationship with LALIGA, in order to comply with the applicable legislation.
- To describe the steps for the referral of situations that require the intervention of specific authorities or specialist services.
- To have guidelines for joint communication and cooperation between LALIGA and its partner organisations in LALIGA-organised activities, for them to liaise in situations of violation of rights, and particularly of violence, involving children and young people.
- To fulfil the obligation to report cases of violation of rights, and particularly of violence, involving children and young people, to the competent authorities, providing all the necessary information and offering full collaboration at an organisational level for any official proceedings that may be initiated.
- To make clear that the organisational responsibility of LALIGA and its partner organisations in LALIGA-organised activities with children and young people in response to situations of violation of rights, and particularly of violence, involving children and young people, is to report them to the competent authorities, not to investigate them or to question individuals, in order to avoid prejudicing the official proceedings.
- To keep and to provide the competent authorities with any evidence, documentation or information that refers to situations that may constitute a criminal offence of any kind.
- To serve as a reference for providing training on the LALIGA Child Safeguarding System, especially for the Designated Safeguarding Officers (Main Child Safeguarding Contacts, Child Safeguarding Delegates, and the LALIGA Child Safeguarding Committee).



02. SCOPE OF APPLICATION

This Child Safeguarding Action Protocol applies to all the entities in the LALIGA Organisation and is binding on all their personnel and all members of their governing and representational bodies, regardless of whether or not the relationship is one of a contractual nature, and if it is, whether it is an employment or commercial contract, and regardless of their geographical location and the functions they perform.

“LALIGA Organisation” means the Spanish National League of Professional Football, the LALIGA Foundation and their wholly- or majority-owned investees now or in the future (hereinafter referred to as “LALIGA”).

The Child Safeguarding Action Protocol also applies to everyone who participates in activities with children and young people that are organised by LALIGA:

LALIGA’s own personnel (under employment or commercial contract, including administrative and service personnel and providers of cleaning and maintenance services, students on work placements and volunteers of any kind).

The personnel of LALIGA partner organisations, who must take the steps described in this Protocol according to the roles and responsibilities that have been assigned to them in LALIGA-organised activities with children and young and in compliance with the applicable legislation.

LALIGA partner organisations (companies and foundations with shared projects, service providers, sports organisations that participate in LALIGA activities, other organisations, etc.): their responsibility is to ensure that they are internally organised in a way that guarantees the proper implementation of a Child Safeguarding system. This can be either the LALIGA system or an adaptation of it, or the organisation’s own system that is compatible with the LALIGA system and complies with the applicable legislation. Each organisation must provide its personnel with the necessary training, or it may call upon the organisational support of LALIGA for assistance in doing so and for supervision of the necessary processes. In any event, situations in which there is suspicion or evidence of violence against children and young people in activities that are organised by LALIGA must be reported to the Main Child Safeguarding Contacts, the LALIGA Child Safeguarding Delegates and to the LALIGA Child Safeguarding Committee, when necessary.



03. CRITERIA FOR TAKING ACTION IN CHILD SAFEGUARDING

3.1 / SPECIFIC PRINCIPLES THAT MUST GOVERN ACTION IN CHILD SAFEGUARDING

All actions with children and young people within the framework of activities organised by LALIGA are guided by the principles described in **Section 4, Principles of the LALIGA Child Safeguarding Policy**. At the same time, the individual characteristics of intervention in response to situations of risk (vulnerability, peer conflict and situations of violation of rights, particularly of violence, against children and young people) require special elaboration of the specific principles that are to apply in such situations.

- The **Child Rights-based Approach**, especially taking into consideration:
 - Non-Discrimination: ensuring the best treatment possible for all children and young people, as well as their families and adults of reference, regardless of their personal and social characteristics, paying specific attention to counteracting any imbalances of power that may have been established on the basis of gender (towards girls and women of all ages); age; disability and mental health difficulties; sexual identity and orientation; because of their ethnic or social background; because of the legal status; because they live in institutions (student accommodation, boarding schools, etc.) or are subject to protective measures (foster family or residential care, or adoption); or because of any other difference that has resulted in inequality.
 - The Best Interests of every child or young person: meaning that a basic criterion for decisions is to respect all the rights of a child or young person over and beyond the interests of adults (families, legal guardians, professionals, etc.) and of organisations (both those of LALIGA and its partner organisations, and those of broader sports, educational and social institutions).
 - The Right to a Dignified and Full Life: by acting in ways that guarantee the fullest development of the child or young person, and by paying special attention to their specific needs.
 - The Participation and Leading Role of every child or young person in any process that affects them, taking into consideration their preferences and their opinions and conveying these to the relevant authorities.
- The principle of **individualised response** to each child or young person who has been involved in a situation of violation of rights, and particularly of violence (either as the target of attack, as the aggressor or as a direct or indirect witness of it), in order to ensure that they recover properly and resume their full development after their experience.
- The principle of each professional's and each organisation's **responsibility for safeguarding** the children and young people in their care, so that the action that they take corresponds to the legal competencies of each position or organisation, i.e. they take the action for which they have authority, without overstepping the limits set by the applicable legislation.

- The principle of **confidentiality** and the **right to privacy** of all persons involved, especially children and young people and their families and legal guardians, ensuring that the necessary information is provided exclusively to the individuals and authorities that need it in order to take safeguarding decisions, with privacy guaranteed in all other spheres.
- The principles of **effectiveness** and **efficiency**, intervening diligently in response to any suspicion or evidence and conveying all available information to the competent authorities so that the situation can be resolved as soon as possible. Effectiveness and efficiency can help to avoid the revictimisation of victims and can contribute to a more expeditious resolution of situations.
- The principle of **compliance with all legal obligations**, reporting to the competent authorities as provided for under the applicable legislation, and collaborating in any necessary proceedings.
- The principle of **coordination between partner organisations**, in the awareness that reports by LALIGA and by organisations that participate in LALIGA-organised activities of situations of violation of rights, and particularly of violence, towards children and young people, carry more weight when they are submitted jointly and make it easier to comply with the requirements of the competent authorities.

3.2 / KEYS TO DIFFERENTIATING BETWEEN SUSPICION AND EVIDENCE

Because safeguarding actions differ depending on the type of signs there are, it is essential to differentiate between the key concepts of suspicion and evidence.

Evidence is easy to identify because it consists of **specific elements that indicate harm** done to a child or adolescent by another person. Evidence is considered to exist in the following situations:

- When an adult witnesses a situation of violation of rights, and particularly violence, against children and young people and can describe it as they have seen it.
- When the child or young person who has experienced the situation of violation of rights, and particularly of violence, describes or discloses what has happened to them. For the purposes of this protocol, the verbalisation by a child or young person of a situation of violation of rights, and particularly of violence, will be considered evidence of that situation. The obligation of each professional and of the organisations is to record the exact words of the child or young person without questioning the validity of what they say. This can be assessed by the specialist teams appointed in the relevant official proceedings, should that be necessary.
- When others (adults or children and young people) have witnessed the situation and can describe it as they have seen it.
- When the child or young person has marks or injuries that are not accidental.
- When there are security camera recordings of the situation.

- When the situations of violation of rights, and particularly of violence, against children and young people have taken place using ICT technologies and there is electronic material that contains or reflects actions against the well-being of the child or young person (messages, images, videos, dissemination of private information, etc.). To ensure that the evidence is properly preserved, the law enforcement agencies must be contacted immediately for them to take the relevant action.

HOW TO HANDLE ANONYMOUS REPORTS

Anonymous reports can provide various types of information and they must be handled in accordance with their content:

- The identity of the person is not known, but they provide evidence of violation of rights, and particularly of violence, such as electronic material (messages, images, videos, etc.) or graphical material (photographs, documents, etc.): this is treated as evidence.
- The person makes a statement, disclosure or accusation, without identifying themselves by giving their name: initially this is treated as suspicion, and if the claims are confirmed, then any evidence that has come via other persons or other means is used.

All other situations, in which there are **indirect signs** but no evidence that the child or young person is suffering some kind of harm, violation of rights and especially violence at the hands of another person, are classed as **suspicion**. Adults who have responsibility over a child or young person may identify that they are experiencing some kind of harm, but do not have details about what may be the specific situation that is causing it.

Designated Safeguarding Officers (Main Child Safeguarding Contacts, Child Safeguarding Delegates and the LALIGA Child Safeguarding Committee) must be sufficiently trained to detect situations of violence by means of indicators. The **Summary Table of Violence Indicators** in **Annex 2** outlines a number of indicators, citing works of reference that can be consulted for further details and guidance on how to use the indicators to detect violence.

3.3 / THE DUTY TO REPORT SITUATIONS

LALIGA expects high ethical standards from its professionals and partner organisations and their full compliance with the applicable legislation. In this respect, as is stipulated in the LALIGA Code of Conduct, any suspicion or evidence of violation of rights, and particularly violence, against any child or young person, must be reported to the competent authorities. This Action Protocol sets out the steps that all persons involved must take to do this in a safe and protective manner, and it reiterates the related legal obligations, particularly for those who have children and young people under their care.



THE DUTY TO REPORT SITUATIONS UNDER SPANISH LEGISLATION

Spain's Organic Law 8/2021, of 4 June 2021, on the Integrated Protection of Children and Young People against Violence [Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia (LOPIVI)](<https://www.boe.es/buscar/doc.php?id=BOE-A-2021-9347>) sets out the following legal obligations in Articles 15 and 16, particularly the "Qualified duty to report".

"Article 15. Citizens' duty to report.

Anyone who observes signs of a situation of violence against a child or young person under the age of 18 has the obligation to report it immediately to the competent authority and, should the facts of the case potentially constitute a criminal offence, to the law enforcement agencies, the prosecution service or the judicial authority, without prejudice to providing any immediate care that the victim may require."

"Article 16. Qualified duty to report.

1. The duty to report referred to in the previous article is particularly incumbent upon persons who by reason of their position, profession, trade or activity are entrusted with providing assistance, care, teaching or protection to children or adolescents and, while doing so, have become aware of a situation of violence against them. This category includes the qualified personnel of health or medical centres, schools, sports and leisure centres, centres for child protection and criminal liability of minors, asylum reception and humanitarian aid centres of the establishments in which children and young people under the age of 18 are residing permanently or temporarily, and of the social services.

2. If the persons referred to in the previous paragraph become aware or observe signs of the existence of a possible situation of violence involving a child or young person, they must report it immediately to the competent social services. Furthermore, if the violence involves a potential threat to the health or safety of the child or young person, they must report it immediately to the law enforcement agencies and/or the prosecution service."

3.4/ AVOIDING CAUSING FURTHER HARM: SAFE AND PROTECTIVE ACTION

Situations of violation of rights, and particularly of violence, are characterised by the different forms of harm they cause children and young people (the harm is always psychological, and it may also be physical or sexual, depending on the cases). Safe and protective action provides emotional containment and does not cause further harm. To avoid causing further harm to children and young people, the following principles must be respected:

- **Do not question them.** Asking a child or young person for details about the situation of violence they have experienced may cause them harm in two different ways. On the one hand, questioning them may lead them to relive the situations, opening up issues that the adult does not know how to handle, and increasing the psychological impact. On the other, the fact that the child or young person has been questioned may alter or even invalidate their testimony in the related legal proceedings and prevent them from receiving the reparation that they need.
 - Appropriate action: Write down the child or young person's words without questioning them about the situation.
 - Exceptions: there are three questions that can be appropriate in most situations:
 - » "How do you feel physically? Is anything hurting or bothering you?" This makes it possible to detect possible consequences (wounds, bruises, physical discomfort, etc.) and helps to determine whether the child or young person should be accompanied to a referral health centre for full medical care and possible forensic examination, should that be necessary.
 - » "Who is there who can support you in what you have told us?" This helps to evaluate possible figures of support, both within the family or from outside, and also makes it possible to identify whether the child or young person has no one they can trust.
 - » "Now that you have told us this, what can we do to make you safe?" This makes it possible to identify any risks subsequent to the disclosure, particularly further attacks or reprisals of any kind, and to request the appropriate measures from the competent authorities.
- **Do not investigate.** The law stipulates that only certain authorities are empowered to investigate situations of violation of rights, and particularly of violence. If a person or an organisation decides to investigate on their own account, this may be prejudicial for all of the parties involved. The effects may be particularly harmful for the children and young people who have experienced the situation of violation of rights, and particularly of violence, because the "pseudo-investigation" may forewarn whoever has caused the situation, enabling them to destroy evidence, prepare alibis and even threaten the children and young people themselves to get them to retract their statements.
 - Appropriate action: take down in writing (and by any other convenient means) all the information available and provide it to the competent authorities, offering organisational collaboration for any other requests they may make.

- **Do not decide whether or not something is a criminal offence.** Only the legally appointed authorities can determine whether or not an act is a criminal offence. The judicial proceedings and the law enforcement agencies must provide procedural safeguards for all the parties involved, and if a person or an organisation “decides” whether or not an action is a criminal offence they can prejudice the proceedings.
 - Appropriate action: provide all the information and all the evidence available concerning the situation to the competent authorities in writing and assist them fully in any instructions they give or requests they make.

GUARANTEE MEDICAL ATTENTION IN SITUATIONS OF SERIOUS HARM

When a child or young person is seriously harmed (physical discomfort, injuries, wounds, etc.) or has marks that must be forensically documented (injuries, possible proof of abuse and violence, etc.), proper medical attention must be guaranteed before the relevant action is set in motion.

In these cases the steps will be as follows:

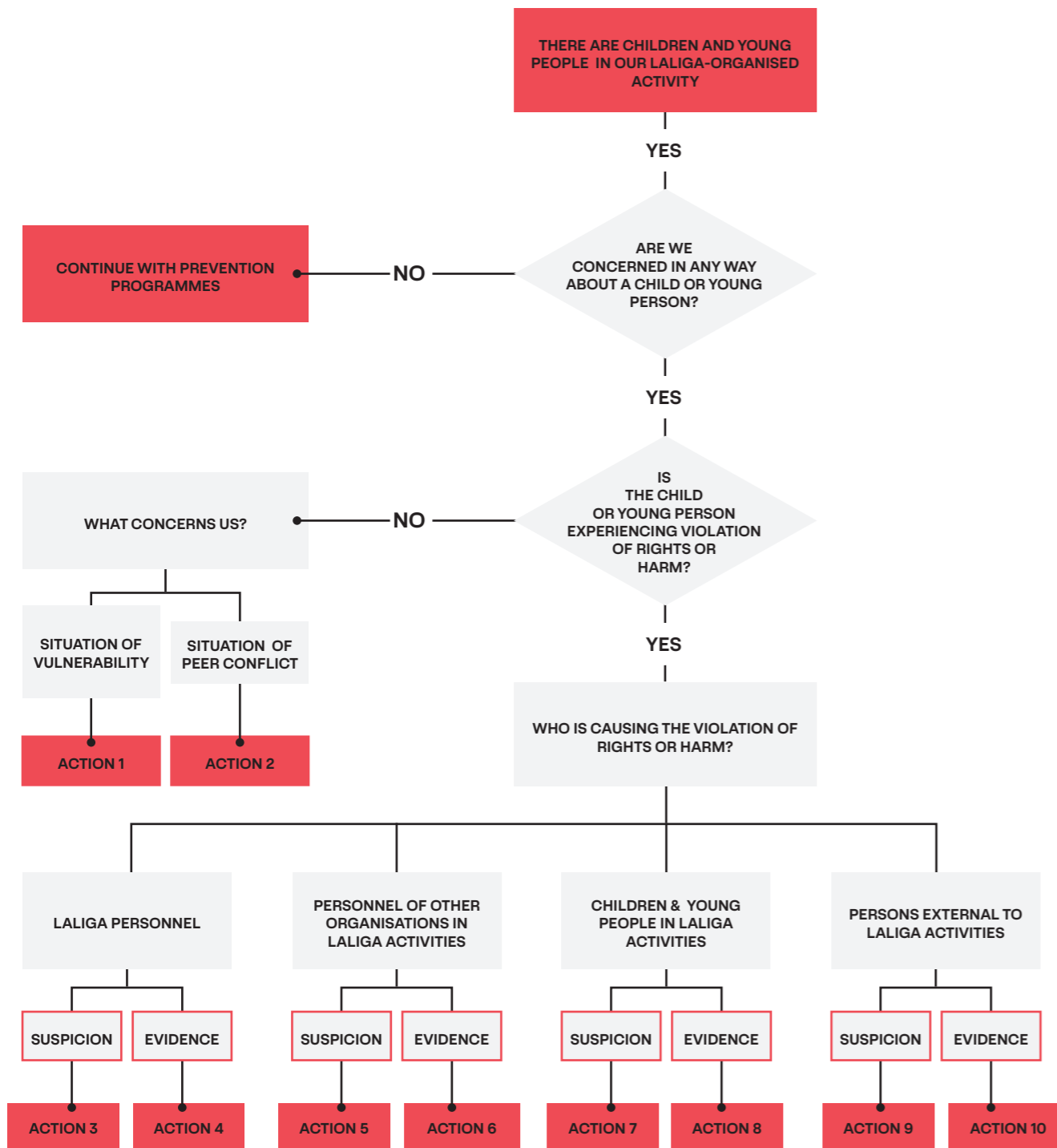
1. The child or young person must be accompanied to a referral health centre, usually a hospital (to ensure that any necessary forensic intervention can be carried out). The child or young person must be accompanied by at least two adults, one more focused on giving them emotional support, and the other to handle the more official arrangements (representing LALIGA or the partner organisation and liaising with the authorities and with the family or legal guardians).
2. Provide the medical centre with all the necessary details so that they can activate the relevant protection protocol. This requires having the basic personal details of the child or young person and the contact details of their family or legal guardians.
3. Once at the medical centre, contact the family or legal guardians to inform them of the situation and tell them how to get there, if that is appropriate. This would not be appropriate if it is the family or legal guardians who have caused the physical harm, as explained in the **procedure for informing the authorities before the family and legal guardians set out in Section 6.4, Suspicion or evidence of violation of rights, and particularly of violence, by a person external to LALIGA-organised activities.**
4. Complete the rest of the relevant action steps, paying particular attention to including all available details in the official report to the competent authorities, including those that arise at the medical centre.

These steps refer particularly to the situations described in **Section 6, Actions in situations of violation of rights, and particularly of violence, against children and young people**, but they can also apply to other situations of serious physical harm.



3.5 / DIAGRAM OF POSSIBLE ACTIONS

The diagram below shows the possible situations of risk, violation of rights and violence. Once the nature of the situation has been determined, the steps described under the related action must be taken. In general, this should involve a LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Child Safeguarding Committee, to ensure that the proper action is taken.



04. ACTION IN SITUATIONS OF VULNERABILITY

This **Child Safeguarding Action Protocol** considers **vulnerability** to be any situation that a child or young person may experience in which the exercise of one or more of their rights is limited or prevented on the basis of their personal or social characteristics, making them the object of what is classed as **discrimination**. However, it must be clearly understood that vulnerability is directly linked to the way in which certain persons or society as a whole interpret those characteristics, and not with any responsibility, fault or failing on the part of the child or young person who suffers the discrimination. Therefore, any difference can become a vulnerability, including the following:

- Gender, limiting the opportunities available to girls and women of any age and the exercise of their rights.
- Age (the younger the child or young person, the more risks they may face).
- Disability (intellectual, sensory, physical, etc.) and any other functional diversity, such as mental health problems.
- The ethnic, social or cultural group, especially if it means not knowing the majority language or culture. This type of vulnerability is greater in children and young people of foreign origin (particularly if there are no adults from their group of origin or with similar characteristics), or if their legal status prevents them from fully exercising their rights (because they do not have a residence permit or they are involved in asylum or refugee proceedings, etc.).
- Sexual identity or orientation.
- Personal or social isolation: when children and young people have no support network (family members nearby, friends at school or in the neighbourhood, adults they can turn to share their problems, etc.), it is easier for their rights to be violated without anyone detecting it. This is more likely to affect children and young people who have been in the neighbourhood or in the country for only a short time, do not speak the majority language, have a limited family and social network, live in student accommodation or are subject to protective measures (in residential care or a foster family), have few social skills, etc.
- In a sports setting, being significantly less capable physically or less skilled sports-wise than their peers.
- Any distinctive characteristic that a group or society in general uses to reject people: a very thin boy, an overweight girl, a teenager who is a redhead or wears glasses, etc.

The action to take in these cases is preventive, with the objective of ensuring that every child or young person enjoys all of their rights, not just in activities organised by LALIGA, but in all areas of their life.

ACTION 1: SITUATION OF VULNERABILITY

Intervention in these cases consists of five recurring steps:

- 1 Identifying the vulnerability via the technical, educational, or social team, to be able to counteract it as and when necessary.
- 2 Treating the child or young person fairly and without discrimination, making appropriate adjustments in each LALIGA-organised activity to ensure that they take part and their rights are fully respected.
- 3 Using educational measures to work with the group (workshops on awareness-raising, gender equity, actions against racism and xenophobia, etc.) to ensure the full participation and inclusion of the child or young person in LALIGA-organised activities and to avoid any form of discrimination.
- 4 Helping the child or young person at a family, educational and social level to exercise all their rights and enjoy a dignified life in all areas. Sports, educational and social organisations like LALIGA and its partner organisations have a duty to foster the well-being of children and young people not only within their activities but also elsewhere.
- 5 Regularly checking that all children and young people participate equitably in the activities organised by LALIGA, with ongoing evaluation of their inclusion, and carrying out positive activities to facilitate the inclusion of children and young people from less-represented groups.

IMPORTANT: When a situation of vulnerability results in a violation of rights, and particularly situations of violence, by an individual or an organisation, the relevant action from **Section 6, Actions in situations of violation of rights, and particularly of violence, against children and young people must be taken.**

SELF-HARM, SUICIDAL THINKING AND MENTAL HEALTH

Within the framework of activities organised by LALIGA, it can happen that a child or young person discloses self-harm, thoughts about suicide, eating disorders and other situations regarding their mental health.

Unless there is suspicion or evidence pointing specifically to one or more persons as the cause of this situation in the child or young person, it must be addressed as a situation of vulnerability and notification of it given in person and in writing to the family and legal guardians.

The responsibility for the well-being of their children lies with them, and it is up to them to take the necessary action.

When speaking with the legal carers of the children and young people, they can be offered guidance from the Child Safeguarding System as well as support in the formalities with the appropriate health services.

However, if they are not seen to respond appropriately by seeking help for the child or young person, the competent authorities must be informed of this form of neglect on the part of the family or the legal guardians, in accordance with Action 10, Situation of evidence of violation of rights, and particularly of violence, by someone external to LALIGA-organised activities.

05. ACTION IN SITUATIONS OF PEER CONFLICT

This **Child Safeguarding Action Protocol** considers **conflict** to be any situation in which two or more individuals or groups want different results from a process. Conflicts are therefore a normal part of daily life and provide an opportunity to develop the capacity for dialogue and non-violent resolution of issues. When handled appropriately, conflicts help people to understand each other better, they generate solutions that work for everyone and increase the sense of belonging in groups and organisations. A characteristic of the activities with children and young people that are organised by LALIGA is the endeavour to find safe and protective solutions that take everyone involved into account.

Despite its importance, conflict resolution is not always a clear educational and social objective. Firstly, in most people (whether adults or children) this skill has not often been consciously developed via training and clear examples, but instead has been acquired through life experiences. Added to this, the natural developmental stage of children and young people means that they can act impulsively or aggressively when they are unable to find a better way of handling their emotions. These factors mean that if they are not addressed appropriately situations of peer conflict can rapidly evolve towards modes of violence, in the form of attack, bullying or cyberbullying. Therefore, conflict resolution not only creates a more relaxed atmosphere in the activities, it is also an active way of preventing violence between peers. And because conflicts arise in day-to-day life, resolving them should form part of everyday educational practices, without any need to embark on more complicated proceedings if they are satisfactorily resolved for all those involved.

ACTION 2: SITUATION OF PEER CONFLICT

Intervention in these cases consists of five recurring steps:

- 1 The adults in the technical, educational, and social teams resolve conflicts (both those among themselves and those with the children and young people) in a constructive and non-violent manner, thereby laying the foundation for behaviour in response to conflicts in all spheres. This modelling by figures of authority of conflict resolution among themselves and with the children and young people is the first step for addressing peer conflict in a safe and protective manner. Therefore, the next steps are based on the children and young people having had repeated experiences in which their conflicts with educational figures of authority have been resolved with respect and warmth, taking into account boundaries that cannot be crossed, but also incorporating their points of view. This modelling is essential for the children and young people to have the necessary confidence to follow the proceedings for resolving situations when conflicts with their peers arise.
- 2 Identifying the details of the conflict situation. The technical or educational team must be able to recognise conflict dynamics when they appear. This requires separating the apparent cause (the reason given by the children and

young people involved to explain the conflict) from other deeper causes. For example, the reason for an argument between two adolescents often makes little sense to adults (who will wonder why it is important for someone to do the exercise first or afterwards, or where everybody sits), and is better understood as the expression of a more complex issue (a boy who does not feel respected in the group, a girl who wants her opinions to be taken into account, etc.). The apparent conflict can only be resolved in a lasting manner when the deeper conflict is addressed and dealt with appropriately. It is advisable for the Main Child Safeguarding Contacts to participate in these processes because they are more familiar with the children and young people, their personalities and the group dynamics. The Child Safeguarding Delegates can also provide pointers when necessary.

- 3 Carrying out an educational intervention that leads to the resolution of the conflict and promotes respect and an atmosphere of collaboration among the children and young people. As in Step 2, it is a good idea for the Main Child Safeguarding Contacts to participate to propose appropriate strategies that are helpful for everyone involved, and guidance can be sought from the Child Safeguarding Delegates.
- 4 When it is necessary and possible to do so, the families and legal guardians of the children and young people affected by the conflict should be included. They are authority figures who can provide pointers and strategies for addressing the situation, and they should collaborate in any measures adopted.
- 5 Monitoring the conflict to verify that the situation has been resolved or whether it reappears in further conflicts (in which case it would have to be addressed again) or whether it develops into a situation of violence and maltreatment between peers (when different action would have to be taken).

IMPORTANT: When a situation of peer conflict results in a violation of rights, and particularly situations of violence, the steps to follow are those set out in **Section 6.3, Suspicion or evidence of violation of rights, and particularly of violence, by another child or young person in LALIGA-organised activities.**



06. ACTION IN SITUATIONS OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, AGAINST CHILDREN AND YOUNG PEOPLE

6.1 / SUSPICION OR EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY LALIGA PERSONNEL

Children and young people depend on many adults in sports and educational activities. When those adults behave appropriately, the children and young people develop their abilities in a healthy way. However, if the adults use their power, their authority or their influence inappropriately, they can harm them greatly. Action by LALIGA against its personnel must be swift and effective so that the child or young person regains their sense of safety in the activities organised by LALIGA and in their life in general.

For the purposes of this section LALIGA personnel means anyone who is an employee or contractor of LALIGA, including:

- Technical teams, such as coaches and other significant figures in the sports sphere.
- Educational and social teams, such as teachers and other persons who perform educational roles (mentoring, dynamisation of activities, remedial classes, etc.).
- Medical care professionals (doctors, nurses, physiotherapists, etc.).
- Administrative and service personnel and providers of cleaning and maintenance services.
- Transport personnel.
- LALIGA managerial personnel of any level.
- Students on work placements.
- Volunteers of any kind.
- Any other persons who may interact with children and young people.

ACTION 3: SITUATION OF SUSPICION OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY LALIGA PERSONNEL

The action consists of the following steps:

- 1** The person or team that detects the signs or suspicion of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation, the LALIGA Main Child Safeguarding Contact or the LALIGA Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including any indicators that have been detected, something the child or young person has said that is not a direct disclosure, and other elements) and explains whether there is someone who is under suspicion or there is no information in this respect (there are indicators of discomfort but no details about who is causing it).
- 3** If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them.
- 4** The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.
- 5** Two persons, at least one of whom is a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of the child or young person and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the family or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The LALIGA Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) provide the child or young person and their family or legal guardians with appropriate support. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance and Personnel Management) the LALIGA Child Safeguarding Committee issues protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the other children and young people; the personnel affected by the situation; and the person who is under suspicion. When the measures are employment-related, the relevant works council must also be informed of them.

9 The LALIGA Child Safeguarding Committee determines how the person under suspicion is notified of the measures and about the proceedings in general, and how their submissions are received, if it is appropriate for the person to make them. The Committee presents an internal and external communication plan to guarantee the privacy of the children and young persons involved and the rights of the person who is under suspicion.

10 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

11 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

IMPORTANT: if the situation of suspicion becomes one of evidence (because of a disclosure from the child or young person or from witnesses, or due to physical or electronic evidence, etc.) the steps to take are those set out under **Action 4, Situation of evidence of violation of rights, and particularly of violence, by LALIGA PERSONNEL**.

PROCEDURE IN THE EVENT OF SUSPICION CONCERNING A LALIGA DESIGNATED SAFEGUARDING OFFICER

If the suspicion of violation of rights, and particularly of violence, against a child or young person concerns a LALIGA Designated Safeguarding Officer, the notification procedure is as follows:

- If the person is a LALIGA Main Child Safeguarding Contact, the LALIGA Child Safeguarding Delegate who has responsibility over them must be contacted directly. In case of doubt, the LALIGA Child Safeguarding Committee should be notified.
- If the person is a LALIGA Child Safeguarding Delegate, the LALIGA Child Safeguarding Committee must be contacted directly.
- If the person is a member of the LALIGA Child Safeguarding Committee, then two other members of the Committee must be contacted by emailing them directly via their individual professional email accounts.

ACTION 4: SITUATION OF EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY LALIGA PERSONNEL

The action consists of the following steps:

- 1** The person or team that receives the disclosure (directly from the child or young person experiencing the situation or via any other person) or that detects the evidence of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation, the LALIGA Main Child Safeguarding Contact or the LALIGA Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including the words of the child who has experienced the situation, of witnesses and of the team; descriptions of injuries or physical marks that are visible and of physical or digital evidence; list of any indicators and other elements that provide further information about the situation) and provides all the details available that serve to identify the person who has caused the situation.
- 3** If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them.
- 4** The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.
- 5** Two persons, at least one of whom is a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of the child or young person and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the family or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The LALIGA Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) provide the child or young person and their family or legal guardians with appropriate support. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance and Personnel Management) the LALIGA Child Safeguarding Committee issues protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the other children and young people; the personnel affected by the situation; and the person who is under suspicion. When the measures are employment-related, the relevant works council must also be informed of them.

9 The LALIGA Child Safeguarding Committee determines how the person under suspicion is notified of the measures and about the proceedings in general, and how their submissions are received, if it is appropriate for the person to make them. The Committee presents an internal and external communication plan to guarantee the privacy of the children and young persons involved and the rights of the person who is under suspicion.

10 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

11 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

PROCEDURE IN THE EVENT OF EVIDENCE CONCERNING A LALIGA DESIGNATED SAFEGUARDING OFFICER

If the evidence of violation of rights, and particularly of violence, against a child or young person concerns a LALIGA Designated Safeguarding Officer, the notification procedure is as follows:

- If the person is a LALIGA Main Child Safeguarding Contact, the LALIGA Child Safeguarding Delegate who has responsibility over them must be contacted directly. The LALIGA Child Safeguarding Committee must also be notified.
- If the person is a LALIGA Child Safeguarding Delegate, the LALIGA Child Safeguarding Committee must be contacted directly.

If the person is a member of the LALIGA Child Safeguarding Committee, then two other members of the Committee must be contacted by emailing them directly via their individual professional email accounts.

6.2 / SUSPICION OR EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY PERSONNEL OF A LALIGA PARTNER ORGANISATION IN ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE ORGANISED BY LALIGA

LALIGA organises activities with children and young people in partnership with other organisations (sports, social, educational, business, etc.) that enable them to enjoy positive experiences in a broader range of areas and with a greater number of social stakeholders. Partner organisations are chosen for their good corporate practice and their nurturing care of children and young people. However, there can be individuals within these organisations who behave inappropriately or even harmfully in the activities with children and young people that are organised by LALIGA. This section addresses interorganisational coordination to guarantee that the competent authorities are notified appropriately and to ensure that all children and young people are safeguarded.

For the purposes of this section, **personnel of LALIGA partner organisations** means anyone who is an employee or contractor of any of these organisations, including:

- Technical teams of LALIGA partner organisations, such as coaches, referees, and other relevant figures in the sports sphere.
- Educational and social teams of LALIGA partner organisations, such as teachers and other persons who perform educational roles (mentoring, dynamisation of activities, remedial classes, etc.).
- Medical care professionals (doctors, nurses, physiotherapists, etc.) of LALIGA partner organisations.
- Administrative and service personnel and providers of cleaning and maintenance services of LALIGA partner organisations.
- Transport personnel of LALIGA partner organisations.
- Managerial personnel of LALIGA partner organisations.
- Students on work placements at LALIGA partner organisations.
- Volunteers of any kind at LALIGA partner organisations.
- Any other persons for whom LALIGA partner organisations are responsible who may interact with children and young people.

ACTION 5: SITUATION OF SUSPICION OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY PERSONNEL OF A LALIGA PARTNER ORGANISATION IN ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE ORGANISED BY LALIGA

The action consists of the following steps:

- 1** The person or team that detects the signs or suspicion of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact, as well as, if possible, the Main Child Safeguarding Contact or the Child Safeguarding Delegate of the partner organisation, and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation and with the support of the Main Child Safeguarding Contact or Child Safeguarding Delegate of the partner organisation, when this is possible, the LALIGA Main Child Safeguarding Contact or the LALIGA Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including any indicators that have been detected, something the child or young person has said that is not a direct disclosure, and other elements) and explains whether there is someone who is under suspicion or there is no information in this respect (there are indicators of discomfort but no details about who is causing it).
- 3** If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them. In parallel, the Main Child Safeguarding Contact of the partner organisation contacts their own Child Safeguarding Delegate, explains the situation to them and gives them the contact details of the LALIGA Child Safeguarding Delegate.
- 4** The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation and with the support of the Child Safeguarding Delegate of the partner organisation when this is possible, to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.
- 5** At least two persons, one of them a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate) and another a Designated Safeguarding Officer of the partner organisation (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of the child or young person and

explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the family or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected, by the partner organisation, or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) of either LALIGA or the partner organisation, whichever is appropriate, provide the child or young person and their family or legal guardians with the necessary support. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance), the LALIGA Child Safeguarding Committee issues protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the other children and young people; the personnel affected by the situation; the person who is under suspicion; and the partner organisation. When the measures are employment-related, the partner organisation is responsible for implementing them so that all the pertinent legal requirements are met.

9 The partner organisation informs the LALIGA Child Safeguarding Committee of how the person under suspicion is notified of the measures and about the proceedings in general, and how their submissions are received, if it is appropriate for the person to make them. The partner organisation and the LALIGA Child Safeguarding Committee present an internal and external communication plan to guarantee the privacy of the children and young persons involved and the rights of the person who is under suspicion.

10 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

11 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

Important: If the situation of suspicion becomes one of evidence (because of a disclosure from the child or young person or from witnesses, or due to physical or electronic evidence, etc.) the steps to take are those set out under **Action 6, Situation of evidence of violation of rights, and particularly of violence, by personnel of a LALIGA partner organisation in activities with children and young people organised by LALIGA.**

PROCEDURE IN THE EVENT OF SUSPICION CONCERNING A DESIGNATED SAFEGUARDING OFFICER OF A LALIGA PARTNER ORGANISATION

If the suspicion of violation of rights, and particularly of violence, against a child or young person concerns a Designated Safeguarding Officer of a LALIGA partner organisation, the notification procedure is as follows:

- If the person is a Main Child Safeguarding Contact of the partner organisation, the LALIGA Child Safeguarding Delegate who has responsibility over the LALIGA-organised activity must be contacted directly. The LALIGA Child Safeguarding Delegate must contact the Child Safeguarding Delegate of the partner organisation in coordination with the LALIGA Child Safeguarding Committee.

If the person is a Child Safeguarding Delegate of the partner organisation, the LALIGA Child Safeguarding Committee must be contacted directly and the Committee will decide the next steps to take, including discussion with the partner organisation.



ACTION 6: SITUATION OF EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY PERSONNEL OF A LALIGA PARTNER ORGANISATION IN ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE ORGANISED BY LALIGA

The action consists of the following steps:

- 1** The person or team that receives the disclosure (directly from the child or young person experiencing the situation or via any other person) or that detects the evidence of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact as well as, if possible, the Main Child Safeguarding Contact or the Child Safeguarding Delegate of the partner organisation, and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation and with the support of the Main Child Safeguarding Contact or Child Safeguarding Delegate of the partner organisation, when this is possible, the LALIGA Main Child Safeguarding Contact or Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including the words of the child who has experienced the situation, of witnesses and of the team; descriptions of injuries or physical marks that are visible and of physical or digital evidence; list of any indicators and other elements that provide further information about the situation) and provides all the details available that serve to identify the person who has caused the situation.
- 3** If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them. In parallel, the Main Child Safeguarding Contact of the partner organisation contacts their own Child Safeguarding Delegate, explains the situation to them and gives them the contact details of the LALIGA Child Safeguarding Delegate.
- 4** The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation and with the support of the Child Safeguarding Delegate of the partner organisation when this is possible, to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.

5 At least two persons, one of them a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate) and another a Designated Safeguarding Officer of the partner organisation (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of the child or young person and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the family or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected, by the partner organisation, or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) of either LALIGA or the partner organisation, whichever is appropriate, provide the child or young person and their family or legal guardians with the necessary support. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance), the LALIGA Child Safeguarding Committee issues protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the other children and young people; the personnel affected by the situation; the person who is under suspicion; and the partner organisation. When the measures are employment-related, the partner organisation is responsible for implementing them so that all the pertinent legal aspects are respected.

9 The partner organisation proposes to the LALIGA Child Safeguarding Committee how the person under suspicion is notified of the measures and about the proceedings in general, and how their submissions are received, if it is appropriate for the person to make them. The partner organisation and the LALIGA Child Safeguarding Committee present an internal and external communication plan to guarantee the privacy of the children and young persons involved and the rights of the person who is under suspicion.

10 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

11 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

PROCEDURE IN THE EVENT OF EVIDENCE CONCERNING A DESIGNATED SAFEGUARDING OFFICER OF A LALIGA PARTNER ORGANISATION

If the evidence of violation of rights, and particularly of violence, against a child or young person concerns a Designated Safeguarding Officer of a LALIGA partner organisation, the notification procedure is as follows:

- If the person is a Main Child Safeguarding Contact of the partner organisation, the LALIGA Child Safeguarding Delegate who has responsibility over the LALIGA-organised activity must be contacted directly. The LALIGA Child Safeguarding Delegate must contact the Child Safeguarding Delegate of the partner organisation in coordination with the LALIGA Child Safeguarding Committee.
- If the person is a Child Safeguarding Delegate of the partner organisation, the LALIGA Child Safeguarding Committee must be contacted directly and the Committee will decide the next steps to take, including discussion with the partner organisation.

6.3 / SUSPICION OR EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY ANOTHER CHILD OR YOUNG PERSON IN LALIGA-ORGANISED ACTIVITIES

There are many different ways in which situations of violation of rights, and particularly of violence, against children and young people can be caused by other children and young people. They may occur between two children or young people, or between groups of them; between members of the same team or between different teams. They may involve children and young people of similar or very different ages. There is a great deal of variety.

However, all of these situations share the fact that all the children and young people affected (those that suffer the situation, those that cause it and those that witness it) have a series of rights, in particular the right to be protected against any form of violence. That is why the action taken must ensure respect for the well-being and safeguarding of all the children and young people involved (including those that have caused the situation). Furthermore, by providing reparation for the harm done and addressing the underlying causes of the situation, an appropriate action must be geared towards guaranteeing the full development also of the children and young people who have caused the harm, so that they can become healthy individuals who do not resort to violence in their daily life.

ACTION 7: SITUATION OF SUSPICION OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY ANOTHER CHILD OR YOUNG PERSON IN A LALIGA-ORGANISED ACTIVITY

The action consists of the following steps:

- 1** The person or team that detects the signs or suspicion of violation of rights, particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact, as well as the Main Child Safeguarding Contact of the partner organisation, of each child or young person and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation and with the support of the Main Child Safeguarding Contact or Child Safeguarding Delegate of the partner organisations of each child or young person, when this is possible, the LALIGA Main Child Safeguarding Contact or Child Safeguarding Delegate drafts a first report following the model report format in Annex 1. The report describes all of the signs available (including any indicators that have been detected, something the child or young person has said that is not a direct disclosure, and other elements) and explains whether there are one or more children or young people under suspicion or there is no information in this respect (there are indicators of discomfort but no details about who is causing it).



3 If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them. In parallel, the Main Child Safeguarding Contacts of the partner organisations contact their own Child Safeguarding Delegates, explain the situation to them and give them the contact details of the LALIGA Child Safeguarding Delegate.

4 The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation and with the support of the Child Safeguarding Delegates of the partner organisations when this is possible, to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.

5 At least two persons, one of them preferably a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate) and if possible another a Designated Safeguarding Officer of the partner organisation (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of each child or young person separately and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the families or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. Any lack of cooperation from a family cannot stop the process; a note must be made in the report of their refusal or reluctance to participate in the coordination meetings. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected, by the partner organisation, or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) of either LALIGA or the partner organisation, whichever is appropriate, provide the necessary support for each child

or young person that is involved (because they have suffered the situation directly, or they have caused it or, when necessary, because they have witnessed it) and their family or legal guardians. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance), the LALIGA Child Safeguarding Committee issues protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the child or young person who has caused the situation and their family or legal guardians; the other children and young people; and the personnel affected by the situation. To ensure that all the children and young people are protected, temporary safety measures can be established to guarantee a return to normal, safe functioning for the child or young person who has experienced the situation.

9 The LALIGA Child Safeguarding Committee, in conjunction with the partner organisation if this is pertinent, presents an internal and external communication plan to guarantee the privacy of all the children and young persons involved, including the rights of the child or young person who is under suspicion.

10 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

11 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

Important: if the situation of suspicion becomes one of evidence (because of a disclosure from the child or young person or from witnesses, or due to physical or electronic evidence, etc.) the steps to take are those set out under **Action 8, Situation of evidence of violation of rights, and particularly of violence, by another child or young person in a LALIGA-organised activity.**

ACTION 8: SITUATION OF EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY ANOTHER CHILD OR YOUNG PERSON IN A LALIGA-ORGANISED ACTIVITY

The action consists of the following steps:

- 1** The person or team that receives the disclosure (directly from the child or young person experiencing the situation or via any other person) or that detects the evidence of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact as well as, if possible, the Main Child Safeguarding Contact or the Child Safeguarding Delegate of the partner organisation of each child or young person, and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation and with the support of the Main Child Safeguarding Contacts or Child Safeguarding Delegates of the partner organisations of each child or young person, when this is possible, the LALIGA Main Child Safeguarding Contact or Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including the words of the child who has experienced the situation, of witnesses and of the team; descriptions of injuries or physical marks that are visible and of physical or digital evidence; list of any indicators and other elements that provide further information about the situation) and provides all the details available that serve to identify the child or young person who has caused the situation.
- 3** If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them. In parallel, the Main Child Safeguarding Contacts of the partner organisations contact their own Child Safeguarding Delegates, explain the situation to them and give them the contact details of the LALIGA Child Safeguarding Delegate.
- 4** The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation and with the support of the Child Safeguarding Delegates of the partner organisations when this is possible, to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.

5 At least two persons, one of them preferably a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate) and if possible another a Designated Safeguarding Officer of the partner organisation (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of each child or young person separately and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the families or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. Any lack of cooperation from a family cannot stop the process; a note must be made in the report of their refusal or reluctance to participate in the coordination meetings. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected, by the partner organisation, or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) of either LALIGA or the partner organisation, whichever is appropriate, provide the necessary support for each child or young person that is involved (because they have suffered the situation directly, or they have caused it or, when necessary, because they have witnessed it) and their family or legal guardians. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance), the LALIGA Child Safeguarding Committee issues protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the child or young person who has caused the situation and their family or legal guardians; the other children and young people; and the personnel affected by the situation. To ensure that all the children and young people are protected, temporary safety measures can be established to guarantee a return to normal, safe

functioning for the child or young person who has experienced the situation.

9 The LALIGA Child Safeguarding Committee, in conjunction with the partner organisation if this is pertinent, presents an internal and external communication plan to guarantee the privacy of all the children and young persons involved, including the rights of the child or young person who is under suspicion.

10 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

11 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.



6.4 / SUSPICION OR EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY A PERSON EXTERNAL TO LALIGA-ORGANISED ACTIVITIES

Children and young people can experience situations of violation of rights, and particularly of violence, in other settings that are external to the activities organised by LALIGA: at home, at school, at child protection centres, in their sports activities (for example, with representatives or agents of other sports organisations), in their social and cultural activities, at leisure and recreational centres, in their communities and neighbourhoods, in social media and many others. Also, these situations can be caused by adults or by other children and young people.

LALIGA-organised activities aim to provide safe and protective environments for children and young people, to the extent of becoming somewhere they can seek help to deal with situations that they are experiencing outside these activities. LALIGA and its partner organisations have a legal obligation to notify the competent authorities of any situation that is causing them concern (as set out in Section 3.3, The duty to report situations), including when they occur outside their own activities. There will be times when their action will be crucial for setting in motion the safeguarding mechanisms that will guarantee the protection of children or young people who until then were enduring the situation without receiving help from anyone else.

ACTION 9: SITUATION OF SUSPICION OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY A PERSON EXTERNAL TO LALIGA-ORGANISED ACTIVITIES

The action consists of the following steps:

- 1 The person or team that detects the signs or suspicion of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact, as well as, if possible, the Main Child Safeguarding Contact or the Child Safeguarding Delegate of the partner organisation, and explains the situation to them.
- 2 In conjunction with the person or team identifying the situation and with the support of the Main Child Safeguarding Contact or Child Safeguarding Delegate of the partner organisation, when this is possible, the LALIGA Main Child Safeguarding Contact or the LALIGA Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including any indicators that have been detected, something the child or young person has said that is not a direct disclosure, and other elements) and explains whether there is someone who is under

suspicion or there is no information in this respect (there are indicators of discomfort but no details about who is causing it).

3 If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them. If appropriate, the Main Child Safeguarding Contact of the partner organisation contacts their own Child Safeguarding Delegate, explains the situation to them and gives them the contact details of the LALIGA Child Safeguarding Delegate.

4 The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation and with the support of the Child Safeguarding Delegate of the partner organisation when this is possible, to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.

5 At least two persons, one of them a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate) and, if the situation so requires, another a Designated Safeguarding Officer of the partner organisation (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of the child or young person and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the family or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

6 The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected, by the partner organisation, or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:

- in all cases: the social services;
- when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.

7 The Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) of either LALIGA or the partner organisation, whichever is appropriate, provide the child or young person and their family or legal guardians with the necessary support. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.

8 With the support of the relevant departments (especially Compliance), the LALIGA Child Safeguarding Committee can establish specific protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the other children and young people; and the personnel affected by the situation.

9 Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.

10 Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

Important: if the situation of suspicion becomes one of evidence (because of a disclosure from the child or young person or from witnesses, or due to physical or electronic evidence, etc.) the steps to take are those set out under **Action 10, Situation of evidence of violation of rights, and particularly of violence, by a person external to LALIGA-organised activities.**

PROCEDURE FOR NOTIFYING THE AUTHORITIES BEFORE THE FAMILY OR LEGAL GUARDIANS

The competent authorities (social services, law enforcement agencies, juvenile prosecution service) are informed before the family or legal guardians when one (or both) of the following conditions are met:

- The person causing the situation of violation of rights, and particularly of violence, based on the suspicions or signs available, is a legal carer of the child or young person (mother, father, legal guardian) and there is no other legal carer who can protect them.
- Informing the family or legal guardians of the situation may put the child or young person at risk (they may force them to retract what they have said, they may attack them for revealing the situation, they may dispose of evidence or prepare alibis, etc.).



ACTION 10: SITUATION OF EVIDENCE OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, BY A PERSON EXTERNAL TO LALIGA-ORGANISED ACTIVITIES

The action consists of the following steps:

- 1** The person or team that receives the disclosure (directly from the child or young person experiencing the situation or via any other person) or that detects the evidence of violation of rights, and particularly of violence, against a child or young person, contacts the LALIGA Child Safeguarding Delegate or, in their absence, the LALIGA Main Child Safeguarding Contact as well as, if possible, the Main Child Safeguarding Contact or the Child Safeguarding Delegate of the partner organisation, and explains the situation to them.
- 2** In conjunction with the person or team identifying the situation and with the support of the Main Child Safeguarding Contact of the partner organisation, when this is possible, the LALIGA Main Child Safeguarding Contact or Child Safeguarding Delegate drafts a first report using the model report format in Annex 1. The report describes all of the signs available (including the words of the child who has experienced the situation, of witnesses and of the team; descriptions of injuries or physical marks that are visible and of physical or digital evidence; list of any indicators and other elements that provide further information about the situation) and provides all the details available that serve to identify the person who has caused the situation.
- 3** If the LALIGA Child Safeguarding Delegate has not yet been involved in the process, the LALIGA Main Child Safeguarding Contact, together with the person or team detecting the situation, contacts the LALIGA Child Safeguarding Delegate responsible for the LALIGA-organised activity and explains the situation to them. If appropriate, the Main Child Safeguarding Contact of the partner organisation contacts their own Child Safeguarding Delegate, explains the situation to them and gives them the contact details of the LALIGA Child Safeguarding Delegate.
- 4** The LALIGA Child Safeguarding Delegate reviews the report with the person or team that has detected the situation and with the support of the Child Safeguarding Delegate of the partner organisation when this is possible, to verify that it contains all the relevant information. As far as possible the LALIGA Child Safeguarding Committee should supervise this stage of the process and provide the necessary support.
- 5** At least two persons, one of them a LALIGA Designated Safeguarding Officer (Main Child Safeguarding Contact or Child Safeguarding Delegate) and, if the situation so requires, another a Designated Safeguarding Officer of the partner organisation (Main Child Safeguarding Contact or Child Safeguarding Delegate), discuss the situation with the family or legal guardians of the child

or young person and explain the organisation's obligation to report it to the competent authorities ("qualified duty to report"). At this stage, the family or legal guardians may provide information that is relevant to the situation. They must also be offered the possibility of filing a joint report with the competent authorities. The report is completed with the relevant details available so far and emailed within 48 hours to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es).

- 6** The LALIGA Child Safeguarding Committee reviews the report and supervises the steps for officially notifying the competent authorities, which can be done either by the LALIGA-organised activity in which the situation has been detected, by the partner organisation, or by the LALIGA Child Safeguarding Committee, whichever is most appropriate. The authorities notified are:
 - in all cases: the social services;
 - when the health or safety of the child or young person is at risk: the law enforcement agencies and the juvenile prosecution service or the duty law court.
- 7** The Designated Safeguarding Officers (Main Child Safeguarding Contact or Child Safeguarding Delegate) of either LALIGA or the partner organisation, whichever is appropriate, provide the child or young person and their family or legal guardians with the necessary support. The objective is to increase their sense of safety, without asking questions that could interfere with the official investigations by the competent authorities. This step can continue over time, in parallel with other steps.
- 8** With the support of the relevant departments (especially Compliance), the LALIGA Child Safeguarding Committee can establish specific protective measures to guarantee the safety of everyone involved: the child or young person who has experienced the situation and their family or legal guardians; the other children and young people; and the personnel affected by the situation.
- 9** Further information (concerning both the situation itself and the record of the steps taken and instructions and requests received from the competent authorities) is incorporated in the file of the proceedings as it appears and conveyed to the LALIGA Child Safeguarding Committee. The competent authorities are kept informed via the official channels.
- 10** Each time the competent authorities reach either a conclusion, a ruling or a decision, the relevant measures are adopted in each area.

PROCEDURE FOR NOTIFYING THE AUTHORITIES BEFORE THE FAMILY OR LEGAL GUARDIANS

The competent authorities (social services, law enforcement agencies, juvenile prosecution service) are informed before the family or legal guardians when one (or both) of the following conditions are met:

- The person causing the situation of violation of rights, and particularly of violence, based on the suspicions or signs available, is a legal carer of the child or young person (mother, father, legal guardian) and there is no other legal carer who can protect them.
- Informing the family or legal guardians of the situation may put the child or young person at risk (they may force them to retract what they have said, they may attack them for revealing the situation, they may dispose of evidence or prepare alibis, etc.).

07. INTERPRETATION AND QUERIES

Queries about how to interpret or implement this Child Safeguarding Action Protocol should first be raised with the Child Safeguarding Delegates of each LALIGA-organised activity.

- At LALIGA Genuine: protecciongenuine@laliga.es
- At LALIGA Promises: proteccionpromises@laliga.es
- At LALIGA Competición: proteccioncompeticion@laliga.es
- At LALIGA Corporativo: proteccioncorp@laliga.es
- At LALIGA Grassroots: protecciongrassroots@laliga.es

Otherwise, queries can be raised with the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es), which is responsible for promoting dissemination, awareness and implementation of the Action Protocol.

08. BREACHES

All LALIGA professionals, managers and members of governing bodies have a duty to heed and comply with the provisions of this Child Safeguarding Action Protocol when carrying out their activities.

Any breach of the Action Protocol may be considered a sanctionable offence under the relevant disciplinary system.

Anyone violating the provisions of the Child Safeguarding Action Protocol may also be held personally or criminally liable. Engaging in violence against children and young people can incur different types of penalties depending on the seriousness of the offence. These penalties may include prison sentences, fines and disqualifications that may affect the ability of both the individuals involved and the organisations to engage in their professional activities.

09. EFFECTIVE DATE

This Child Safeguarding Action Protocol was approved by the LALIGA Executive Committee on June, 22nd, 2023 and is effective from the day after its distribution via the LALIGA internal communication channels.

ANEXO 1. ANNEX 1. MODEL REPORT FORMAT FOR POSSIBLE SITUATIONS OF VIOLATION OF RIGHTS, AND PARTICULARLY OF VIOLENCE, AGAINST A CHILD OR YOUNG PERSON

- This report is confidential and must be sent by email to the Child Safeguarding Delegate of the LALIGA-organised activity in which the situation of violation of rights, and particularly of violence, has been detected, copied to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es) within 48 hours of first becoming aware of the situation. If the person identifying the situation is the LALIGA Child Safeguarding Delegate, they must send it directly to the LALIGA Child Safeguarding Committee (comiteproteccion@laliga.es) within 48 hours of first becoming aware of it.
- The report can be expanded to include the details of two or more persons in each category (two young people both suffering a situation at the same time, three adults who have heard a disclosure, several persons who are causing the situation, etc.).

1 DETAILS OF THE PERSON WHO HAS DETECTED THE SITUATION OR RECEIVED THE DISCLOSURE

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

2 DETAILS OF THE DESIGNATED SAFEGUARDING OFFICERS

Proper notification of a situation requires the details of all persons with responsibility over the children and young people involved. However, an initial report within 48 hours of first becoming aware of the situation can be filed with some fields empty, although they must be completed as soon as possible. The priority is to file a report that enables the competent authorities to intervene, even if there are some details missing from it, rather than delay notifying them while waiting to obtain all the particulars.

2.1. LALIGA MAIN CHILD SAFEGUARDING CONTACT

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

2.2. LALIGA CHILD SAFEGUARDING DELEGATE

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

2.3. MAIN CHILD SAFEGUARDING CONTACT OF THE PARTNER ORGANISATION (*)¹

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function at the partner organisation:
- Job or function in the LALIGA-organised activity with children and young people:

- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

2.4. CHILD SAFEGUARDING DELEGATE OF THE PARTNER ORGANISATION (*)²

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function at the partner organisation:
- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

3 DETAILS OF THE CHILD OR YOUNG PERSON CONCERNED

NB: Include this information **ONLY** in the **REPORT FOR THE COMPETENT AUTHORITIES**. In all other cases, the report should contain only the identifier and the age and gender details in order to prevent reprisals or leaks.

- First name(s):
- Surname(s):
- Address:
- Contact details (depending on the circumstances, this may be their personal telephone number, their family's telephone number, or other details to enable follow-up):
- Details of the family or legal guardians (full names, legal status, available contact details, address, etc.):
 - Other relevant private details:

Note: For a report that is being filed jointly with the family or legal guardians, their full details may be included here, indicating that it is a joint notification.

- Identifier (pseudonymised):
- Age:
- Gender:
- LALIGA-organised activity in which the situation has been detected:
- Other relevant general details:

¹When the child or young person concerned has a Main Child Safeguarding Contact assigned to them by the partner organisation participating in the LALIGA-organised activity in which the situation has been detected.

²When the child or young person concerned has a Child Safeguarding Delegate assigned to them by the partner organisation participating in the LALIGA-organised activity in which the situation has been detected.

4 DETAILS OF THE PERSON(S) WHO HAS/HAVE CAUSED THE SITUATION

4.1. LALIGA PERSONNEL

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

4.2. PERSONNEL OF A LALIGA PARTNER ORGANISATION IN A LALIGA-ORGANISED ACTIVITY

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function in the LALIGA-organised activity with children and young people:
- Relationship with the child or young person concerned:
- Other relevant details:

4.3. CHILD OR YOUNG PERSON WHO HAS CAUSED THE SITUATION IN A LALIGA-ORGANISED ACTIVITY

NB: include this information **ONLY** in the **REPORT FOR THE COMPETENT AUTHORITIES**. In all other cases, the report should contain only the identifier and the age and gender details in order to prevent reprisals or leaks.

- First name(s):
- Surname(s):
- Address:
- Contact details (depending on the circumstances, this may be their personal telephone number, their family's telephone number, or other details to enable follow-up):
- Details of the family or legal guardians (full names, legal status, available contact details, address, etc.):

- Identifier (pseudonymised):
- Age:
- Gender:
- LALIGA-organised activity in which the situation has been detected:
- Other relevant general details:

4.4. PERSON(S) EXTERNAL TO LALIGA WHO HAS/HAVE CAUSED THE SITUATION

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Other contact details:
- Relationship with the child or young person concerned:
- Other relevant details:

5 DETAILS OF PERSONS WHO CAN PROVIDE INFORMATION (WITNESSES, OTHER FIGURES OF REFERENCE)

- First name(s):
- Surname(s):
- Telephone no.:
- Email address:
- Job or function in the activity organised by LALIGA:
- Relationship with the child or young person concerned:
- Other relevant details:

6 DETAILS OF THE INCIDENT

- Explain what has happened, who is involved, where and when the situation has occurred, with the information that is available.
- **DO NOT INVESTIGATE OR QUESTION:** Include what the child or young person who has experienced the situation has said in their own words, without interpreting them.
- Describe what has been said to the child or young person in response (as a reference for subsequent action).
- Give details of the measures adopted so far (any subsequent measures adopted by the competent authorities together with their instructions and guidance must be included in the report later).

Date:

Location:

Full name, identity document number and signature of each signatory:



ANNEX 2. SUMMARY TABLE OF VIOLENCE INDICATORS.

Violence can affect children and young people in a variety of areas and in different, sometimes opposite, ways. Sometimes these will be the only sign that adults have to detect the situation and it is therefore necessary to pay attention and know how to recognise them. The table below summarises some of the indicators, which should be used in conjunction with more extensive works of reference to be able to identify them with greater accuracy.

PHYSICAL	PSYCHOSOMATIC
<ul style="list-style-type: none"> Scars and other physical marks. Problems in sensorimotor development (lack of coordination, balance, frequent falls and accidents). Sexually transmitted diseases and teenage pregnancies (they can indicate sexual abuse). 	<p>They are expressed in the body, but they are psychological in origin.</p> <ul style="list-style-type: none"> Chronic pain and other psychosomatic disorders. Sleep disturbances (and nightmares). Eating issues (including anorexia and bulimia). Elimination issues: enuresis, encopresis, constipation or continual diarrhoea.
EMOTIONAL	COGNITIVE
<ul style="list-style-type: none"> Guilt and shame. Fear, anxiety. Depression and low self-esteem. Phobias. Anger and aggressiveness. Lack of emotional control. Difficulties with compassion and self-compassion. 	<ul style="list-style-type: none"> Delayed cognitive development. Problems with attention (hyperactivity) and concentration. Memory issues. Learning issues. Poor school performance. Lack of curiosity.
BEHAVIOURAL	SEXUAL
<ul style="list-style-type: none"> Difficulty in controlling impulses: impulsiveness and difficulties with rules. Aggressive behaviour. Running away. Self-destructive and suicidal behaviours. Substance consumption (alcohol and drugs) and addictive behaviours. Criminal conduct. Also absence of issues: "an excessively docile and nice child". 	<ul style="list-style-type: none"> Inappropriate sexual conduct: <ul style="list-style-type: none"> Compulsive masturbation. Orogenital caresses. The child or young person offers themselves as a sexual object. Sexual aggression towards other children and young people. Improper sexual knowledge. Sexual risk behaviours. Sexual revictimisation.
SOCIAL Y RELACIONALES	INDICATORS OF DISSOCIATION
<ul style="list-style-type: none"> Difficulties in social relations Social isolation. Repetitive patterns of violence (either as the aggressor or the victim). Antisocial behaviours. 	<p>These indicators are especially difficult to evaluate. Some of the most obvious ones are:</p> <ul style="list-style-type: none"> Lost look or blank stare, or strange eye movements. Extreme mood swings. Honestly not remembering having done things. Poor progress despite being in a safe environment. Numerous different unsuccessful previous diagnoses.

HOW TO USE THE INDICATORS TO DETECT SITUATIONS OF VIOLATION OF RIGHTS AND PARTICULARLY OF VIOLENCE

Any of the above indicators points to a situation of disturbance in the child or young person. It must therefore be addressed by taking an integrated protection approach to ensure the well-being of the child or young person. If there is just one indicator, it may be expressing an upset that is not a violation of rights or violence, such as grief over the death of a family member, or worry about a new situation, which requires support from an educational standpoint. However, when there are several indicators in different areas, the Child Safeguarding System must be activated, because they may be revealing a situation of violation of rights and particularly of violence.

³ Adapted from:
Romeo, F. J. (2019). *Acompañando las heridas del alma. Trauma en la infancia y adolescencia*. [Accompanying the wounds of the soul. Trauma in childhood and adolescence.] La Paz, Bolivia: Aldeas Infantiles SOS (Regional Office for Latin America and the Caribbean). <https://www.espiralesci.es/manual-acompanando-las-heridas-del-alma-trauma-en-la-infancia-y-adolescencia-de-f-javier-romeo/>

Romeo-Biedma, F. J., & Horno, P. (2020). Kiko and the Hand. Training for Trainers Manual. Protective Teachers, Protected Children: Preschool Training to Prevent Child Sexual Abuse. Strasbourg: Council of Europe. <https://www.espiralesci.es/kiko-and-the-hand-training-for-trainers-manual-protective-teachers-protected-children-preschool-training-to-prevent-child-sexual-abuse-by-f-javier-romeo-biedma-pepa-horno-council-of-europe/>

Romeo Biedma, F. J., & Horno Goicoechea, P. (2021). Ver para proteger. Claves para comprender la violencia contra niños, niñas y adolescentes y para desarrollar medidas de protección eficaces. [See it to protect it. Keys to understanding violence against children and young people and developing effective safeguarding measures.] Madrid: UNICEF España. <https://www.espiralesci.es/manual-ver-para-proteger-claves-violencia-contra-ninos-ninas-y-adolescentes-desarrollar-proteccion-f-javier-romeo-y-pepa-horno-unicef-espana/>



LALIGA

THE POWER OF OUR *FÚTBOL*