TPE – Sports event organisers

C/ Guadalajara, 32 · 17220 Sant Feliu de Guíxols

Child protection guide

Child protection officer: David Zorrilla Rojo

Email: protecciomenor@tpesport.com

1. Introduction

At TPE, a company that organises sports events, we are deeply committed to working with minors and we ensure that their rights are respected and their privacy protected in every activity we carry out, whether directly or indirectly involving children and young people.

This Child Protection Guide sets out a framework of commitments, objectives, rules and procedures to protect the minors TPE works with in its sporting and educational activities. It is an ethical and educational reference that defines the position of the company's management, coaching staff and collaborators.

All of this is in line with current legislation, in particular Spanish Organic Law 8/2021, of 4 June, on the comprehensive protection of children and adolescents against violence, and Royal Decree 203/2010, of 26 February.

2. Terms

For the purposes of this document, the following definitions apply:

- **Childhood**: the developmental and social period from birth to adulthood.
- **Child**: a person aged from birth to 12.
- **Adolescent**: a person aged between 12 and 18.
- **Minor**: a person under 18, as set out in the Spanish Constitution.
- **Protection**: the measures taken to prevent, detect and act on situations that harm the physical, psychological or social integrity of minors.
- **Respect**: consideration and recognition of the inherent worth of every person.
- **Risk**: the likelihood that an action will have harmful consequences.
- **Rules**: individual and institutional codes of conduct that guarantee children's rights.

3. Child protection rules

TPE is committed to:

- Fighting any form of violence, mistreatment, abuse, exploitation or situation that harms the integrity of minors.
- Treating all children and young people with respect and dignity.
- Ensuring that no staff member or collaborator has a criminal record for offences against minors, proven by a clear certificate from the Spanish Central Register of Sex Offenders.
- Being sensitive to the different social and cultural backgrounds of the young participants.
- Respecting the sexual, cultural and religious identities of children and young people.

- Never taking or sharing images of minors without the prior, express consent of their legal guardian.
- Keeping minors' personal data strictly confidential.

TPE staff **must not**:

- Use any kind of physical, verbal or psychological violence.
- Take part in or allow illegal or abusive practices.
- Discriminate against or favour one minor over another.
- Keep up digital communications with minors outside the strictly professional scope of the activities.
- Contact minors after 22.00.
- Hold activities outside the planned venues without the families' prior permission.
- Behave in a humiliating, degrading or intimidating way.

4. Misconduct and sanctions

Breaking the rules in this guide will lead to sanctions, classified as follows:

Minor misconduct

- Unjustified lateness or absence in activities with minors.
- Inappropriate language.
- Using punishment as a disciplinary measure.

Sanctions: verbal and written warning. Three minor offences count as serious misconduct.

Serious misconduct

- Covering up situations of mistreatment or abuse.
- Lack of family permission for outside activities.
- Negligence in safety, hygiene or accommodation on trips.
- Coercing or intimidating minors.

Sanctions: financial penalty, temporary suspension or dismissal.

Very serious misconduct

- Attending activities under the influence of alcohol or drugs.
- Encouraging minors to use substances.
- Physical or sexual assault.
- Misuse of minors' personal data.

Sanctions: immediate removal from the post and dismissal.

5. Response protocol

Whenever a minor's rights may have been violated, TPE will activate a protocol that includes:

- Detecting and identifying the risk.
- If there is immediate risk, protecting the minor and calling 112 or the Mossos d'Esquadra before anything else.
- Informing the child protection officer, who takes charge of the follow-up.

- Informing the families straight away, unless doing so would put the minor at risk.
- Informing the company's management.
- Reporting to the competent authorities (Mossos d'Esquadra, the Juvenile Prosecutor's Office or social services) when the facts require it, as the law demands.
- Carrying out an internal investigation and taking the appropriate measures.

Anyone can report a risk or a concern to the child protection officer by email or with the form on our website, also anonymously. We answer within 48 hours at the latest.

6. Applying these rules

This guide is public and accessible, and is part of every activity, programme and event organised by TPE.

7. Adherence

All TPE staff accept and automatically adhere to this Child Protection Guide when they join the company.

Document approved by TPE's management.

If a child is in danger right now, call 112.