



RAFA NADAL FOUNDATION'S PROTECTION AND SAFEGUARDING POLICY FOR CHILDREN AND YOUNG PEOPLE

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TABLE OF CONTENTS

I.- DEFINITIONS

II.- GENERAL INFORMATION ABOUT THE RAFA NADAL FOUNDATION

III.- STATEMENT. VISION, MISSION, AND VALUES OF THE RAFA NADAL FOUNDATION

IV.- THE RAFA NADAL FOUNDATION'S POLICY FOR THE PROTECTION OF THE RIGHTS OF CHILDREN AND YOUNG PEOPLE

IV.A. Scope of the policy

IV.B. Specific action-oriented measures

1. Measures in the recruitment of staff, collaborators, or volunteers who have direct contact with child or young beneficiaries within the framework of the RNF's projects or activities.
2. Control measures in the selection of organizations with which the RNF collaborates.
3. Code of conduct for adults who interact or deal professionally with children or young people in the RNF's programs/projects/activities or those in which the RNF collaborates.
4. Code of Conduct among children or young people.
5. Code of conduct for the governing body and management of the RNF .
6. Code of conduct regarding visits to places where children or young people are assisted within the framework of the RNF's projects or programs.
7. Protocol for assisting children or young people in the event of lockdown (Non-face-to-face action).

V.- REPORTING CHANNEL

VI.- MANAGEMENT OBLIGATIONS IN THE EVENT OF A REPORT

VII.- DISCIPLINARY ACTION

VIII.- POLICY TRANSPARENCY AND DISSEMINATION

ANNEX 1. CHILD PROTECTION AND SAFEGUARDING POLICY COMPLIANCE FORM

ANNEX 2. SAFEGUARDING INCIDENT REPORT FORM

I.- DEFINITIONS

CRC: Convention on the Rights of the Child. An International Treaty by the United Nations signed in 1989, emphasizing that children have the same rights as adults, underscoring those rights that arise from their special condition as human beings who, due to not having reached full physical and mental development, require special protection.

LPM: Spanish Organic Act 1/1996 on the Legal Protection of Children and Young People (LPM for its Spanish acronym), Act 8/2015, of July 22nd, modifying the system of protection for children and young people.

LOPVI: Organic Act 8/2021, of June 4th, on the Comprehensive Protection of Children and Adolescents Against Violence (LOPVI for its Spanish acronym).

CHILD: Article 1 of the CRC defines a child as "*every human being below the age of 18 years unless, under the law applicable to the child, majority is attained earlier*".

CHILDREN'S RIGHTS: The CRC bases children's rights on four fundamental principles:

- 1) **Non-discrimination:** Every child is entitled to these rights regardless of their identity, residence, language, religion, beliefs, or appearance; whether they are girls or boys, have a disability, or are affluent or impoverished; regardless of their status, beliefs, or actions of their parents or families. No child should be treated unfairly for any reason.
- 2) **Best interests of the child:** Children have the right to have their best interests prioritized in all decisions affecting them, ensuring the promotion of their rights and overall well-being. This fundamental right requires that the best course of action be chosen to balance all interests involved. In sports and socio-educational practices, the best interests of each child must be considered in every decision.
- 3) **The right to life, survival, and development:** Every child has the right to life. Governments are responsible for guaranteeing that children survive, grow, and develop to their full potential.
- 4) **Participation:** Children have much to say, especially when a decision affecting them is to be made. They have the right to freely express their opinions and be listened to.

For the interpretation and application of the best interests of the child in each case, the following general criteria will be considered:

- a) Protection of the right to life, survival, and development, ensuring the child's basic needs are met, including material, physical, educational, emotional, and affective needs.
- b) Consideration of the child's wishes, feelings, and opinions, recognizing the child's right to progressively participate in determining their best interests, according to their age, maturity, development, and personal evolution.
- c) Living in a suitable family environment free from violence, prioritizing the child's stay in their family of origin and preserving family relationships whenever possible and beneficial for the child. If a protective measure is needed, family-based care will be prioritized over residential care. If the child has been separated from their family, the possibilities and suitability of their return will be assessed, considering the family's progress since the protective measure was implemented, always prioritizing the child's interests and needs over those of the family.
- d) Preservation of the child's identity, ensuring the child's identity, culture, religion, beliefs, sexual orientation, gender identity, or language are preserved, and that they are not discriminated against based on these or any other conditions, including disability, thereby guaranteeing the harmonious development of their personality.

FAIR TREATMENT: Fundamental duty and right defined by the LOPIVI as "any [treatment] that, while respecting the fundamental rights of children and adolescents, actively promotes the principles of mutual respect, the human being's dignity, democratic coexistence, peaceful conflict resolution, the right to equal protection of the law, equal opportunities and prohibition of discrimination of children and adolescents."

MALTREATMENT: According to the CRC (Article 19), it is defined as "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse [...]" against a child. The LOPIVI considers violence to include any action, omission, or negligent treatment that deprives children or young people of their rights and well-being, threatens or interferes with their orderly physical, psychological, or social development, regardless of the form or medium, including through information and communication technologies, particularly digital violence.

The LOPIVI recognizes the following types of violence:

- Physical, psychological, or emotional abuse
- Physical, humiliating, or degrading punishment
- Neglect or negligent treatment
- Threats, insults, and slander
- Exploitation, including sexual violence, corruption, child pornography, and

- prostitution
- Bullying, sexual harassment, cyberbullying
- Gender violence, genital mutilation
- Human trafficking for any purpose, forced marriage, child marriage
- Unsolicited access to pornography
- Sexual extortion, public dissemination of private data
- Exposure to any violent behavior within the family environment

Moreover, any professional who is aware of or witnesses any discriminatory or degrading act against a child and remains passive in response to such behavior is also considered to be engaging in maltreatment.

II.- GENERAL INFORMATION ABOUT THE RAFA NADAL FOUNDATION

Date of registration	20th of November 2007
Tax Identification Number (CIF):	G-57533473
Address	Manacor (Mallorca), Carretera Cales de Mallorca Km. 1,2, postal code 07500
Nature	Private, non-profit foundation.
Purpose	<p>The general objectives of the Rafa Nadal Foundation (henceforth, RNF) include research, social assistance, development cooperation, sports promotion, and aid to those affected by all sorts of natural disasters.</p> <p>Within these broad objectives, the RNF specifically focuses on leveraging sports as a tool for social integration for individuals at risk of social exclusion, with particular attention to young people. It also aims to promote research projects to improve sports in general, and to support young athletes, enhancing their sports performance and enabling them to balance high-performance sports with their general education.</p>

III.- STATEMENT. VISION, MISSION, AND VALUES OF THE RAFA NADAL FOUNDATION

STATEMENT

The essence of the RNF lies in the belief in a world where all children can reach their full potential, regardless of their origin or personal, social, or cultural conditions, including those with learning difficulties or disabilities.

With sport and education as its pillars, the RNF's programs and projects aim to support children and provide them with the tools to create their own future. These initiatives foster positive values such as effort, perseverance, and self-esteem.

The organization's unique identity is defined by harnessing the transformative power of sport as the core of each program while ensuring comprehensive care. In its social action projects, education through sport is complemented by psychological support, the promotion of healthy habits, and the involvement of the family environment.

To achieve the aforementioned objectives, creating safe and protective spaces for all children and young people participating in our activities is a priority for the RNF. There is no tolerance for any form of discrimination, maltreatment, or violence in our activities. We consider it essential that all our staff are aware, committed, and responsible in order to prevent, detect, and respond appropriately.

VISION

"We firmly believe in the transformative power of sport and education to provide children and young people, regardless of their personal or social conditions, origin, or culture, with equal opportunities to reach their full potential."

"We work to give the children and young people who take part in our programs access to opportunities they have never had before."

MISSION

"Our Foundation has three main focus areas: social integration, support for special needs, and talent development. We are convinced that all children and young people should have equal opportunities for the future."

"Through our programs, we support children and young people in Spain and India, helping them reach their full potential through sport and education."

"We promote positive values of self-improvement, respect, and effort, enabling them to face future challenges both in our programs and within their family, educational, and social environments."

VALUES

The values of the RNF are:

- Humility
- Proximity
- Shared responsibility
- Equality and Trust
- Empathy and Respect
- Resilience and Perseverance
- Child Protection and the creation of safe environments for children

IV.- THE RNF'S POLICY FOR THE PROTECTION OF THE RIGHTS OF CHILDREN AND YOUNG PEOPLE

The RNF, in line with its mission, is committed to protecting the children who participate in and/or benefit from its projects and activities, whether these actions are directly managed by the RNF or carried out by third parties in collaboration with the RNF, from all forms of maltreatment.

To this end, the RNF has established this Child Protection and Safeguarding Policy, aimed at setting guidelines for preventing, detecting, and, if necessary, taking immediate action in response to any harmful situation affecting children involved in programs, projects, or activities organized directly by the RNF or in collaboration with third parties.

IV.A.- SCOPE OF THE POLICY

The following are subject to all the requirements contained in this policy:

- 1) All members of the Board of Trustees during their term of office with the organization.
- 2) All personnel of the RNF, including employees, independent professionals (freelancers), and volunteers.
- 3) Donors, sponsors, and collaborators.
- 4) Any supplier who has direct contact with the children or young people involved in the RNF's projects and activities, as well as the supplier's staff.
- 5) Any person who, for any reason, visits the facilities or spaces where the RNF's projects or activities involving children or young people are carried out (including media representatives, government personnel, and others).
- 6) Beneficiaries (whether individuals or organizations) of financial aid or any other type of support from the RNF. The term "beneficiaries" includes those organizations whose projects are partially or fully funded by the RNF, as well as those organizations that implement the RNF's programs.

IV.B.- SPECIFIC ACTION-ORIENTED MEASURES

1.- Measures in the recruitment of staff, collaborators, or volunteers who have direct contact with child or young beneficiaries within the framework of the RNF's projects or activities.

In compliance with Article 13 of the Spanish Child Protection Act, the RNF will request a negative certification from the Central Registry of Sex Offenders and, when applicable, a criminal record certificate from individuals it hires or with whom it establishes regular collaboration and who are in direct contact with children or young people. Additionally, the previous experience of these individuals in dealing with children or young people will be verified by requesting references from their former employers and checking, as far as possible, their references in jobs related to children or young people.

Furthermore, the RNF will provide a training course prior to employment to ensure that all selected employees, freelancers, volunteers, collaborators, etc., who will have contact with children or young people, receive adequate training. This training will cover children's rights and how to identify and respond to situations of potential abuse involving children or young people.

All professionals, volunteers, and collaborators mentioned will receive a copy of this policy and will sign a document committing to compliance when they begin their involvement with the RNF's projects that serve or involve children or young people. This Compliance Form is included in this policy as **ANNEX 1**.

2.- Control measures in the selection of organizations with which the RNF collaborates.

With regard to organizations contracted or partnered with by the RNF for the execution of programs, projects, or activities owned by or collaborated on by the RNF that involve contact with children or young people, the RNF will verify, before signing any agreement or contract, that these organizations have a policy or code of conduct for the protection of children or young people that includes measures at least equivalent to those contained in this Policy. If they do not have such a policy, the RNF will require them to develop one within a one-year period.

All organizations working with the RNF must understand the implications of our Child Protection and Safeguarding Policy. Therefore, the contract signed with any organization collaborating on projects involving children or young people will include the following obligations for the contracted/collaborating organization:

- a. Commitment to comply with the RNF's Child Protection Policy, which will be attached as an Annex to the contract/agreement.
- b. Possession of a negative certificate of sexual offenses for all individuals directly participating in activities involving children and young people of the RNF.

- c. Designation of a person within their organization as the point of contact for child protection issues, with whom we can communicate when necessary.
- d. Commitment to provide a training course to all their employees/collaborators/volunteers on the rights of children and young people and the risks they may be exposed to, enabling them to detect any concerning situation and act accordingly to protect the children and young people.
- e. Agreeing to report immediately or, at the latest, within 24 hours of occurrence, of any incident related to children or young people that they become aware of in the program/activity/project conducted. Incidents should be reported to the RNF via email at proteccion@fundacionrafanadal.org. This communication should be made by the designated child protection officer or, in their absence, the designated person for child protection within each organization. A Safeguarding Incident Report Form is provided in **ANNEX 2**.

An incident is defined as any concern, suspicion, indication, or confirmation of an event that violates the rights of a child or young people as outlined in this Policy. It is crucial that all incidents, regardless of their severity, are reported to ensure the RNF maintains a comprehensive record of any incident, whether minor, moderate, or severe, related to child protection. Failure to comply with this reporting obligation by the contracted organization will be considered a breach of contract and may result in legal action by the RNF.

For contracts signed prior to the implementation of this Policy, an annex will be added to the signed contract, including the aforementioned obligations, which the organizations will be required to sign.

3.- Code of conduct for adults who interact or deal professionally with children or young people in the RNF's programs/projects/activities or those in which the RNF collaborates.

Acceptable behavior and conduct towards Children and young people:

- a. Treat all children and young people with respect and without any form of discrimination, regardless of their ethnicity, gender, language, religion, ideology, nationality, social background, origin, possessions, disability, sexual orientation, or any other characteristics.

- b. Use language and behavior that is appropriate at all times, avoiding any form of harassment, abuse, sexual provocation, or degradation.
- c. Create safe spaces and relationships free from any form of violence in all environments involving children and young people.
- d. Listen to the needs and requests of children and young people, maintaining an attitude of respect and openness.
- e. Provide appropriate care to children and young people with disabilities.
- f. Ensure the privacy and confidentiality of children's and young people's personal data.
- g. Inform, educate, and guide children and young people regarding actions and behaviors that could violate their rights or constitute a crime, in a manner that is clear and appropriate to their age and personal characteristics.
- h. Inform children and young people about the channels and responsible individuals within each project/program/activity for reporting any situation that makes them uncomfortable or concerned.
- i. Recognize and identify risk situations that could compromise the physical, psychological, or sexual integrity of children and young people, to prevent and address them if they occur.
- j. Immediately report to the RNF any incident affecting children or young people that comes to your attention in any program/activity/project conducted in collaboration with the RNF via email at proteccion@fundacionrafanadal.org. A Safeguarding Incident Report Form is provided in **ANNEX 2**. An incident is defined as any concern, suspicion, indication, or confirmation of an event that violates the rights of a child or young person as outlined in this Policy. This duty is part of the obligation established in Article 16 of the LOPJVI: *"Any individual who observes signs of violence against a minor is obligated to report it immediately to the competent authority and, if the allegations may constitute a crime, it must be reported to Law Enforcement, the Public Prosecutor, or the judicial authority, without prejudice to providing the immediate care the victim requires."*

Unacceptable behavior and conduct towards Children and young people:

- a. Any form of punishment and/or humiliating treatment, whether physical or psychological.
- b. Threatening to impose any of the practices above, or engaging in behavior aimed at shaming, humiliating, or demeaning the child or young person.

- c. Failing to respect the privacy rights of children and young people, both physically and otherwise. Privacy is considered violated if, among other situations, the child is exposed or made to expose intimate body parts; inappropriate physical contact (such as kisses, caresses, etc.) occurs, causing discomfort to the child; explicit sexual photos or materials are shared with the child, or such photographs are taken; or explicitly sexual language is used with the child.
- d. Being alone with a child or young person without at least one other adult present, unless absolutely necessary.
- e. Consuming alcohol or illicit drugs while working with or in the presence of children, and/or working with children while intoxicated.
- f. Using inappropriate, harassing, abusive, sexually provocative, deliberately humiliating, or culturally insensitive language or behavior.
- g. Visiting a child alone at their home and/or inviting a child to visit your home or accommodation unaccompanied, except when the child is at imminent risk of harm or in physical danger.
- h. Engaging in discriminatory behavior towards children and young people.
- i. Involving children and young people in any form of sexual activity or relationship, including payment for sexual services, or participating in other forms of sexual exchange with anyone under 18 years old.
- j. Having romantic or sexual relationships with anyone under 18 years old participating in any activity of the RNF.
- k. Engaging in digital conversations with children or young people, or meeting them outside the project environment in which the child or young person participates.
- l. Photographing children and young people is prohibited unless explicitly directed by the Head of Project of the RNF and with appropriate authorization from the child's parents or legal guardians. Typically, only RNF-owned image capture devices should be used, not personal devices of adults or educators. In exceptional cases where a personal device is used, images must be promptly transferred to a RNF device and immediately deleted from the personal device. The RNF maintains a strict policy on respecting image rights of children and young people, as detailed in its Criminal Risk Prevention Protocol and Personal Data Protection Policy.
- m. Sharing, receiving, and/or distributing personal information about the children and young people assisted at the RNF, unless it is with the civil service or government institutions with whom there is an obligation to share such information.
- n. Transporting a child or young person in a private vehicle.

4.- Code of Conduct among children or young people.

Children and young people participating in and benefiting from the programs and projects of—or funded by—the RNF are required to comply with the following behavioral guidelines:

- a. Establish respectful relationships with other children and young people, refraining from discrimination on the grounds of gender, age, sexual orientation, ethnicity, ideology, etc.
- b. Uphold the physical, emotional, and intellectual integrity of all peers.
- c. Foster camaraderie and sportsmanship in all activities, games, sports, competitions, etc.
- d. Use respectful language and behavior, avoiding insults, aggression, or any form of humiliation.
- e. Safeguard the privacy of peers; refrain from sharing information or images of others to harm them, whether obtained in confidence or from other sources.
- f. Do not intimidate, torment, threaten, harass, humiliate, or otherwise disturb peers with the intention of causing harm, whether in physical or virtual environments (internet, phones, consoles, or any other digital device).
- g. Report to a trusted adult if you suspect that a peer is at risk, or being subjected to abuse or to any violation of their rights. Alternatively, you can report anonymously via email to proteccion@fundacionrafanadal.org.

5.- Code of conduct for the governing body and management of the RNF.

In addition to complying with all generic requirements outlined in Chapter 3 of this policy, the governing body (Board of Trustees) and management of the RNF shall undertake the following measures:

- a. Ensure that training sessions are organized to educate RNF staff, collaborators, and volunteers who interact with children and young people on the prevention, identification, and reporting of any situations that might be harmful or detrimental to children and young people. The Head of Projects is responsible for organizing such training sessions.
- b. Ensure that all staff, collaborators, and volunteers interacting with children or young people are informed about the relevant regulatory and legal requirements regarding all forms of abuse, and are kept informed of current contact details for individuals, services, or institutions to be reached in case of emergency. This responsibility lies with the Head of Projects in collaboration

with the RNF's legal advisors.

- c. Conduct an annual review of compliance with this policy by visiting the centers and/or locations where projects are conducted, both regarding projects managed directly by the RNF and those managed by third parties. The RNF's management will appoint personnel to conduct supervision visits. Upon completion of these visits, the deployed staff will draft a report addressed to the management, detailing any identified risks related to potential breaches of this Policy. This report must be shared with all trustees for their awareness. For projects managed directly by the RNF, the Board of Trustees will instruct personnel on necessary changes and, where applicable, enforce disciplinary measures against any personnel found to have violated the Policy. Regarding projects managed by third parties, the RNF will submit the risk report to the management of the organization and provide them with a deadline to rectify the situation. Failure to take corrective actions may lead the RNF to terminate contracts with such organization(s) or cease collaboration.

6.- Code of conduct regarding visits to places where children or young people are assisted within the framework of the RNF's projects or programs.

All persons (e.g., journalists, visitors, etc.) accessing facilities or locations where children and/or young people participating in programs of the RNF and/or other collaborating entities are present must comply with the following obligations:

- a. Be accompanied, at all times, by a representative of the RNF.
- b. Treat all children and young people with respect.
- c. Refrain from being alone with a child or young person.
- d. Refrain from photographing or filming children and/or young people through any means unless consent is obtained from the child's parents and/or legal guardians. The RNF adheres strictly to personal data protection policies.
- e. Any photograph or recording of a child or young person requires written authorization from the child's parents and/or legal guardians. Requests for photographs or recordings of children and young people must be made exclusively to the RNF; under no circumstances should visitors approach children or young people and/or their parents/guardians directly. Without explicit prior written authorization, all authorized photography or recording will be conducted solely by RNF staff and not by visitors.
- f. Refrain from engaging in any conversation with children and/or young people unless accompanied by a representative of the RNF and/or a responsible person from the visited project or program.
- g. Immediately report any incident(s) that visitors believe may endanger a child or young person to proteccion@fundacionrafanadal.org.

7.- Protocol for assisting children or young people in the event of lockdown (Non-face-to-face action).

In the event of government-imposed confinement measures, the following protocols should be taken into account:

- a. Ensure that individuals are properly cared for at their homes and assess if they require any external support. Mobilize primary social services personnel as necessary.
- b. Verify that contact is maintained with the child's legal guardian(s) rather than with the child/children themselves.
- c. Ensure that the child or young person is not left unattended due to hospitalization of one or both caregivers.
- d. Support families with the necessary resources (including access to WiFi, computers, phones, etc.) so that children can continue their educational activities as normally as possible.
- e. Ensure ongoing monitoring in-person, online, or on the phone, assessing each situation to maintain contact and promptly respond to any suspicion of risk, harm, injury, or neglect to children or young people.
- f. Strengthen coordination channels with social services to ensure proper monitoring of all open cases involving families with children or young people at risk or in need of protection.

V.- REPORTING CHANNEL

Anyone, whether an individual or organization, who suspects, observes, or becomes aware of a situation that violates this Policy and poses a danger to a child or young person, must immediately report it to the RNF. This report should be made within 24 hours via email to **proteccion@fundacionrafanadal.org** using the Safeguarding Incident Report Form in Annex 2.

If the concern is brought forward by a child or young person, they may use the aforementioned communication channel without completing the Safeguarding Incident Report Form, or verbally report it to the tutor, responsible person, or reference person of the RNF, project, or activity in which they are involved.

If emailing is not feasible, please contact us by calling **+34 971 171 679**.

The email address is managed by the Protection and Safeguarding Committee, which includes the legal advisor of the RNF, the person responsible for Child Protection and Safeguarding within the organization, and its Deputy Director. Confidentiality will be guaranteed at all times.

In addition to reporting an incident through any of the available channels, if it is believed that the child or young person is in serious danger, the incident must be promptly reported to the competent authorities.

VI.- MANAGEMENT OBLIGATIONS IN THE EVENT OF A REPORT

Upon receiving a report, the Safeguarding and Protection Committee will initiate the following protocol:

- a. Assess the severity of the reported incident.
- b. Record the received information in the communications log, classifying it as either serious or non-serious.
- c. If deemed serious, gather additional information about the incident.
- d. Compile a report outlining the facts reported.
- e. If necessary, notify the collaborating organization managing the program where the incident occurred, and collaborate on determining appropriate actions.
- f. Identify and notify the relevant authorities (Social Services, Juvenile Prosecutor's Office, Law Enforcement Agencies) within jurisdiction.
- g. Implement temporary separation measures for the accused individual, particularly if they are associated with the RNF's projects or activities.

The RNF or the reporting organization will provide necessary support (educational, psychological, legal, etc.) to the child or young person, as well as their family or legal guardians, throughout the process. Moreover, professionals directly involved and other stakeholders associated with the child or young person may seek guidance from the designated child protection officer and the Safeguarding and Protection Committee regarding any questions or requirements that may arise during the proceedings.

VII.- DISCIPLINARY ACTION

Establishing appropriate disciplinary proceedings is essential for any effective liability prevention system within the RNF.

Failure to comply with the measures outlined in this Policy will result in disciplinary actions in accordance with applicable legislation. The sanctions imposed will be proportionate to the severity of the breach and its consequences, as dictated by relevant labor laws, including the Workers' Statute and applicable collective bargaining agreements.

Regarding breaches by organizations or individuals with whom the RNF has entered into agreements or contracts to collaborate on specific projects or activities, the RNF reserves the right to consider it a breach of contract. This may lead to the early termination of the agreement and, if necessary, legal action.

VIII.- POLICY TRANSPARENCY AND DISSEMINATION

The RNF will publish this policy across various internal and external channels to inform all stakeholders of its commitments and actions in this area.

Internally, communication will be conducted via:

- E-mail.
- Circulars for employees.
- Physical documents and material at project locations managed by the RNF.
- RNF website.

Externally, communication will be conducted via:

- RNF website.
- Communication documents, posts, and other communication material through the usual RNF social media channels.

ANNEX 1

CHILD PROTECTION AND SAFEGUARDING POLICY COMPLIANCE FORM

By means of this document, I, _____, being of legal age and holding ID / Tax Identification Number _____, residing at _____

Acting:

On my own behalf / On behalf and representation of _____

DECLARE

- 1.- That I have received a copy of the Rafa Nadal Foundation's Protection and Safeguarding Policy for Children and Young People.
- 2.- That I have read and understood the contents of the Rafa Nadal Foundation's Protection and Safeguarding Policy for Children and Young People.
- 3.- That I commit to comply with the Code of Conduct of the Rafa Nadal Foundation's Protection and Safeguarding Policy for Children and Young People regarding my interaction with children and young people.
- 4.- That I am aware that my failure to comply with the Code of Conduct mentioned may result in the RNF taking disciplinary action as outlined in the Policy.

Signed: Name and surname, ID / Tax Identification Number, and Date

ANNEX 2

SAFEGUARDING INCIDENT REPORT FORM

NOTE: An incident is defined as any concern, suspicion, indication, or confirmation of an event that violates the rights of a child or young person as outlined in this Policy. This ANNEX must be completed by the person who suspects, observes, or has evidence of any breach of the Rafa Nadal Foundation's Protection and Safeguarding Policy.

Please send this completed document to the email proteccion@fundacionrafanadal.org if you wish to make a report related to a child or young person. Communications will be handled with strict confidentiality.

DETAILS OF THE PERSON COMPLETING THIS FORM	
Name and surname(s)	
Phone number	
Job title	
Relationship to the child or young person	
DETAILS OF THE REPORTEE	
Name and surname(s)	
Job title and workplace	
Relationship to the child or young person	
DETAILS OF THE CHILD OR YOUNG PERSON (if known)	
Age	
Sex	
Activity/Project	

DETAILS OF THE CONCERN/SUSPICION/INCIDENT. DESCRIPTION OF EVENTS What, who, where, when (include the child's own words, if possible); Measures taken so far.

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DETAILS OF THE WITNESS (if applicable)

Name and surname(s)	
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Phone number	
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Relationship with the child or young person	
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Other information (whether parents or guardians have been informed, or if the child has been spoken to, etc.)

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Place and date	Signature
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