CHILD PROTECTION POLICY
CON VALORES INCUBATOR

A. INTRODUCTION

Incubadora con Valores is an Spanish NGO working to promote the rights and well-being of vulnerable groups through inclusive entrepreneurship.

Our vision is of a society where individuals, regardless of their social background or circumstances, have the opportunity to grow, thrive, and be respected as individuals with their own rights.

Incubadora con Valores' mission is to foster social inclusion by empowering vulnerable individuals through entrepreneurship, supported by mentorship and training provided by experienced business professionals. We aim to provide a platform where individuals in vulnerable situations are given the tools, resources, and guidance to create their own businesses, helping them gain financial independence and build self-confidence.

At Incubadora con Valores, we are committed to protecting children and young people who may be involved in our programs, activities, and services. We recognize that child abuse can take many forms—including physical, emotional, sexual abuse, and neglect—and we are dedicated to creating a safe environment where all children can thrive free from harm, exploitation, and discrimination. Our commitment to child protection is underpinned by the United Nations Convention on the Rights of the Child (UNCRC).

2. Core Principles

- **Non-Negotiable Duty of Care**

  At **Incubadora con Valores**, we recognize that the protection of children is not a mere responsibility, but an absolute duty that we hold to the highest regard. This duty is unwavering and non-negotiable. We understand that children are among the most vulnerable members of society, and as such, we commit to protecting them from all forms of harm, including physical, emotional, and psychological abuse. This policy extends to all individuals within our organization, including staff, volunteers, mentors, and external partners. Everyone who engages with **Incubadora con Valores** must uphold the safety, well-being, and rights of children. This duty of care is at the heart of our operations, and

we ensure that every person involved in our activities is trained, informed, and held accountable for safeguarding children in all aspects of their work

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- **Best Interests of the Child**

The principle of the best interests of the child is foundational to our work. It is not just a guiding principle, but a commitment that permeates every action, decision, and policy we implement. At **Incubadora con Valores**, we prioritize the needs, rights, and aspirations of children in everything we do. This means that every initiative, project, or activity we undertake is designed to promote the healthy development and safety of children, ensuring they have the opportunity to reach their full potential. We recognize that the best interests of the child go beyond mere safety – they encompass the child's emotional, educational, social, and physical well-being. We continuously evaluate the impact of our actions to ensure that children's interests are not only protected but actively promoted, placing them at the forefront of our mission.

- **Children's Participation**

We believe that children are not passive recipients of care or services; they are active participants in their own lives and in the decisions that affect them. **Incubadora con Valores** strives to create a culture where children feel empowered, valued, and heard. We encourage children and young people to express their thoughts, ideas, and concerns openly, especially on matters related to their well-being and protection. We create safe spaces where children can freely speak about any issues that may be troubling them, including concerns about abuse, exploitation, or neglect. Their voices matter, and by listening to them, we not only protect them but also help them become confident advocates for their own rights and those of their peers. This participatory approach ensures that children are not only protected but also actively involved in shaping the environments that impact their lives.

- **Open Environment**

At **Incubadora con Valores**, we believe that creating an open, transparent environment is crucial in the fight against abuse and exploitation. An open environment fosters a culture of trust, where child protection issues can be discussed freely and without fear of

judgment or reprisal. We are committed to ensuring that concerns related to child safety are taken seriously, addressed promptly, and handled with the utmost care and professionalism. We encourage all members of our organization—staff, volunteers, mentors, and external partners—to communicate openly about potential risks or concerns. By doing so, we can prevent harm before it occurs and ensure that the safety and dignity of children are always maintained. We also believe that openness prevents misunderstandings and creates a space for continuous learning and improvement, where policies and practices evolve in response to new challenges and insights.

3. **Scope**

This policy applies to:

This Child Protection Policy applies to all individuals, organizations, and activities associated with Incubadora con Valores that have direct or indirect interactions with children and young people. The scope of this policy is designed to ensure comprehensive protection and a commitment to safeguarding in every aspect of our work**.**

- **All Staff, Volunteers, Mentors, and Anyone Acting on Behalf of Incubadora con Valores:**

  This policy applies to every person employed by, volunteering with, or serving as a mentor for Incubadora con Valores. It extends to all individuals who act on behalf of the organization, regardless of their role, duration of engagement, or level of contact with children. This includes full-time, part-time, temporary, and contracted staff, as well as board members and volunteers who contribute to the success of our projects. All individuals within these categories are required to comply with the principles and guidelines outlined in this policy, ensuring that they maintain the highest standards of child protection at all times. Furthermore, any external collaborators, consultants, or third-party contractors who may come into contact with children during their work must also adhere to the same child safeguarding standards.

- **Partner Organizations:**

  This policy also extends to our partner organizations and any other external entities that collaborate with Incubadora con Valores in organizing, implementing, or supporting programs involving children and young people. Whether these organizations are international, national, or local, it is a requirement that they align with our commitment to child protection. This means that they must either have their own child protection policies

in place that are compatible with our standards or explicitly agree to adopt Incubadora con Valores' policies when working in partnership with us. Through these partnerships, we aim to create a unified approach to safeguarding that is consistent across all levels of our operations.

- **All Children and Young People Under the Age of 18:**

This policy is designed to protect all children and young people under the age of 18 who are involved in any of Incubadora con Valores's programs, activities, or services. Whether these activities are educational, recreational, social, or any other form of engagement, the children and young people participating are afforded the full protection under this policy. This includes those who are direct beneficiaries of our programs as well as those who may be indirectly impacted by our work. Incubadora con Valores recognizes the inherent vulnerability of children and young people, and therefore, every precaution will be taken to ensure their safety in every activity we offer. This policy applies across all levels, from community-based programs to larger national or international projects.

4. Child Protection

Responsibilities Recruitment

At Incubadora con Valores, we understand that the first line of defense in protecting children is the careful selection of individuals who will work with them. To ensure that only those who are fully committed to child protection are engaged in our work, we have established a comprehensive recruitment process. All staff, volunteers, mentors, and any external partners who will have direct or indirect contact with children are subject to a rigorous screening process. This includes:

- **Background Checks:** All potential staff, volunteers, and mentors must undergo detailed background checks, to assess their suitability for working with children. These checks are conducted in compliance with local laws and international standards. In particular, we prioritize ensuring that individuals with a history of abuse, neglect, or other harmful behavior are not allowed to participate in programs that involve children.

Behavior Protocols

We believe that creating a safe space for children involves not only protecting them from harm but also ensuring that all interactions between adults and children are respectful and professional. To maintain this environment, Incubadora con Valores has established a Code of Conduct that outlines the expected behavior for all staff, volunteers, and mentors. This code is comprehensive and addresses:

- **Acceptable Behavior:** The code clearly defines what constitutes appropriate behavior when working with children, ensuring that all interactions are conducted with respect, kindness, and care. This includes treating children with dignity, listening to their concerns, and providing them with appropriate support and encouragement. It also emphasizes the importance of maintaining appropriate boundaries with children and engaging in behavior that fosters trust and a sense of security.

- **Unacceptable Behavior:** The code also identifies behaviors that are strictly prohibited, such as physical, emotional, or sexual abuse, bullying, neglect, and any form of exploitation. It establishes clear guidelines for interactions, ensuring that adults never engage in inappropriate conduct, whether verbal, physical, or emotional, with children. This includes prohibiting any form of corporal punishment or harmful disciplinary methods.

- **Zero Tolerance of Abuse:** We maintain a zero-tolerance policy for any form of abuse. If any individual in our organization is found to be in violation of these behavior protocols, immediate action will be taken, which may include suspension, dismissal, and reporting to the relevant authorities.

- **Ongoing Monitoring and Evaluation:** The Code of Conduct is not a one-time set of rules, but a living document that is reviewed regularly and adapted as necessary. We ensure that all individuals working with children understand the importance of maintaining a safe and supportive environment and are held accountable for their actions at all times. Regular monitoring and feedback loops ensure that our protocols are consistently followed and any issues are swiftly addressed.

By establishing and enforcing these behavior protocols, we create a foundation of trust and respect that helps to prevent any potential harm and ensures that all interactions are conducted with the child's safety and well-being in mind.

5. Reporting and Responding to

Concerns Reporting Procedures

At **Incubadora con Valores**, we take any concern or suspicion of child abuse extremely seriously. The safety and well-being of children are paramount in all our activities, and we have established clear and transparent procedures for reporting concerns. These procedures are designed to ensure that any potential risks to children are identified early and that immediate action is taken to prevent harm.

- **Immediate Reporting**: Any staff member, volunteer, mentor, or external partner who becomes aware of a concern or suspicion of child abuse must report it immediately to the designated **Child Protection Officer (CPO)**. This is not only a moral duty but also a legal obligation. Prompt reporting is critical to ensuring that the child's safety is prioritized, and any potential risks are mitigated as quickly as possible.

- **Written Reports**: Reports should be made in writing using the **safeguarding report form**. This ensures that all details are documented accurately and consistently. The report form will capture essential information about the nature of the concern, the individuals involved, and any immediate steps that have been taken. This written record ensures that there is a clear, objective account of the situation that can be referred to during the investigation process.

- **Confidentiality**: All reports are to be handled with the utmost confidentiality. The safeguarding report form will be securely stored, and access to it will be limited to the designated **Child Protection Officer (CPO)**, the **management team**, and any relevant authorities involved in the investigation. Protecting the confidentiality of the individuals involved is critical to maintaining trust and safeguarding the privacy of both the child and the person making the report.

- **No Retaliation**: **Incubadora con Valores** has a strict **non-retaliation policy**. Any person reporting concerns about child protection will be protected from any form of retaliation or discrimination. We encourage all individuals to report concerns without fear of repercussions, knowing that their actions are supported and protected.

Responding to Allegations

Any allegation of child abuse, regardless of its source, will be taken seriously by **Incubadora**

con Valores. We are committed to conducting a thorough, impartial, and respectful investigation to ensure that any allegations are addressed swiftly and appropriately.

- **Immediate Action**: Upon receiving a report of abuse, the **Child Protection Officer (CPO)** will take immediate action to assess the situation. The first priority is always the protection of the child involved, and all efforts will be made to remove the child from any further risk while the situation is being investigated.

- **Investigation**: All allegations of abuse will be investigated promptly. The investigation process will involve gathering relevant information, interviewing the parties involved, and consulting with professionals if necessary. The investigation will be carried out in a sensitive manner, with consideration for the emotional and psychological well-being of the child and any other individuals involved. The **CPO** will ensure that the investigation follows the principles of fairness and confidentiality.

- **Reporting to Authorities**: If, during the course of the investigation, the allegations are found to be credible, or if there is reasonable suspicion of abuse, **Incubadora con Valores** will report the matter to the appropriate local authorities, including child protective services and law enforcement, as required by law. We are committed to collaborating fully with external authorities to ensure that the child is protected and that any legal procedures are followed.

- **Support for the Child**: Throughout the investigation, we will ensure that the child and their family are supported. This may include providing access to counseling or mental health services and ensuring that they are informed about their rights and the steps being taken to protect them. The **CPO** will coordinate support services and ensure that the child's emotional and physical well-being remains the top priority.

- **Disciplinary Action**: If the allegation involves a staff member, volunteer, mentor, or external partner, the individual involved may face disciplinary action. This could include suspension, dismissal, or other appropriate measures depending on the severity of the allegation. In the event that a staff member is found to have violated **Incubadora con Valores**'s Child Protection Policy, their actions will be addressed in accordance with our internal disciplinary procedures, and they may also be reported to relevant authorities for further action.

In accordance with Spanish legislation (Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia - LOPIVI), any suspicion, disclosure, or risk of child abuse must be reported without delay to the competent judicial and protection authorities:

Emergency Services: 112
Policía Nacional: 091 / Guardia Civil: 062
Child and Adolescent Helpline (Fundación ANAR - Spain): Tel. 116 111 (Free, confidential, 24/7)

Comunitat Valenciana Child Protection Services:
Dirección General de Familia, Infancia y Adolescenza y Reto Demográfico (Generalitat Valenciana)
Fiscalía Provincial de Menores de Valencia (Palacio de Justicia, Valencia)
Teléfono de Atención a la Infancia de la Generalitat Valenciana: 900 100 033

Monitoring

At **Incubadora con Valores**, we understand that safeguarding children is an ongoing responsibility, and the effectiveness of our **Child Protection Policy** must be regularly reviewed and adapted.

- **Regular Policy Reviews**: We are committed to regularly reviewing this policy to ensure that it remains up-to-date with best practices, legal requirements, and emerging child protection issues. The policy will be evaluated annually by the **Child Protection Officer (CPO)** and the management team, and feedback from staff, volunteers, mentors, and children will be gathered to ensure that the policy is effectively implemented and understood.

- **Evaluation of Reporting Mechanisms**: We will also monitor how effectively concerns are reported and addressed. This includes reviewing the number and nature of reports received, the timeliness and transparency of the investigation process, and the satisfaction of children and families with the support they receive. This feedback loop will help identify areas for improvement and ensure that the procedures are as effective as possible in safeguarding children.

- **Ongoing Staff Training**: In addition to policy reviews, **Incubadora con Valores** will provide ongoing training for all staff, volunteers, mentors, and partners. This training will be regularly updated to ensure that everyone is aware of the latest child protection issues, reporting procedures, and support services available. This continuous learning culture ensures that child protection remains a priority and that all individuals involved

6. Child Protection Code of Conduct

At Incubadora con Valores, we are deeply committed to providing a safe, respectful, and supportive environment for children and young people. All staff, volunteers, and mentors are expected to adhere to the highest standards of behavior when interacting with children. This Child Protection Code of Conduct outlines the fundamental principles and behaviors that must be followed to ensure the well-being, dignity, and rights of all children involved in our programs and activities.

1. Treat All Children with Dignity and Respect

Every child deserves to be treated with respect, kindness, and fairness. Incubadora con Valores strives to create an environment where children feel valued, heard, and respected in all their interactions with adults and peers. All staff, volunteers, and mentors must:

- **Recognize the inherent worth of each child:** Children come from diverse backgrounds and have unique needs, strengths, and perspectives. It is essential to approach every child

with empathy, understanding, and appreciation for who they are.

- **Promote positive and supportive relationships:** The way adults engage with children should foster trust and promote positive, healthy relationships. This includes being approachable, actively listening, and offering encouragement and support when needed.

- **Respect children's boundaries:** Physical, emotional, and psychological boundaries should always be respected. Children should never be forced or coerced into interactions or activities they are uncomfortable with.

7. Ensure That Their Interactions with Children Are Appropriate and Safe

All interactions between adults and children must be conducted in a manner that ensures the child's safety, well-being, and emotional security. Incubadora con Valores takes steps to create a safe environment, and all individuals must:

- **Engage with children in a way that is age-appropriate:** Ensure that all activities and communication are suitable for the child's developmental level. Activities should be designed to support the child's growth and learning while maintaining a sense of security.

- **Avoid interactions that could be misunderstood:** While friendly, nurturing relationships with children are encouraged, any behavior that could be perceived as inappropriate or unprofessional—whether in person, online, or via other forms of communication—must be avoided. This includes being mindful of personal space, body language, and tone of voice.

- **Monitor physical and virtual environments:** Whether face-to-face or in digital spaces, all interactions should be regularly monitored to ensure children's safety. When children are involved in online activities, staff, volunteers, and mentors must follow the same standards of appropriateness and safety as when in person.

8. Avoid Any Form of Physical, Emotional, or Verbal Abuse

Any form of abuse, whether physical, emotional, or verbal, is strictly prohibited. All staff, volunteers, and mentors must:

- **Refrain from any abusive language or behavior:** Abusive language includes insults, threats, humiliation, or any form of verbal abuse that could damage a child's self-esteem.

This extends to mocking, belittling, or dismissing a child's feelings, ideas, or experiences.

- **Never engage in physical punishment or intimidation:** Corporal punishment or any form of physical discipline is strictly forbidden. Any physical action that causes harm, fear, or distress—such as hitting, shaking, or pinching—should never occur under any circumstances.

- **Recognize signs of emotional or psychological abuse:** Emotional abuse may involve behavior such as isolating, ignoring, or rejecting a child, and it can have severe long-term effects. All staff must be trained to recognize these signs and take immediate steps to protect the child.

9. Ensure That No Child Is Isolated with an Adult in a Manner That Could Be Misconstrued or Inappropriate

We have a strict policy on maintaining appropriate boundaries between children and adults in all settings. Staff, volunteers, and mentors must:

- **Avoid one-on-one situations in isolated or private settings:** Children should not be alone with an adult in environments where the interaction could be questioned or misinterpreted. This applies to both physical and online interactions, where monitoring and transparency are crucial.

- **Maintain visibility and supervision:** Whenever interacting with children, there should always be an appropriate level of supervision. In physical spaces, this may include ensuring that other adults or children are nearby or that the interaction occurs in public or semi-public settings. For online communications, interactions **should occur through monitored channels and with parental consent.**

- **Ensure transparency in all activities:** For every interaction involving children, especially in situations where adults and children may be alone, such as counseling or tutoring sessions, clear guidelines and proper reporting channels should be followed to ensure transparency and accountability.

10. Obtain Informed Consent from Children and Their Guardians for Participation in Media Activities, Photography, or Other Documentation

Any use of a child's image or personal information for media, promotional, or educational purposes must be done with explicit, informed consent from both the child and their guardian. Staff, volunteers, and mentors must:

- Clearly explain the purpose of the media activity: Before any photos, videos, or other forms of documentation are taken, children and their guardians must fully understand how the material will be used, whether for promotional purposes, educational materials, or social media posts.

- Obtain written consent: Consent forms must be provided to both children (if age-appropriate) and their guardians, ensuring that they give permission voluntarily and without any pressure. Consent should be specific and informed, allowing guardians and children to ask questions and withdraw consent at any time without any consequences.

- Respect privacy: Even with consent, the use of personal images or information should be handled with sensitivity. Any content shared publicly should be respectful of the child's dignity and privacy, and care should be taken not to exploit or harm the child's reputation in any way.

- Provide an opt-out option: Children and parents should always be given the option to opt out of media activities if they feel uncomfortable. No child should ever feel pressured to participate in media or documentation that makes them uneasy

External Referral and Child Protection Authorities in Spain:

In accordance with Spanish legislation (Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia - LOPIVI), any suspicion, disclosure, or risk of child abuse must be reported without delay to the competent judicial and protection authorities:

Emergency Services: 112
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Teléfono de Atención a la Infancia de la Generalitat Valenciana: 900 100 033

11. Safe Environment

- Physical Safety: All environments where children are present, whether physical or virtual, will be assessed for safety risks, and necessary steps will be taken to ensure they are secure.

- Mental and Emotional Safety: We will provide ongoing emotional support through trained professionals and mentors to help children cope with the challenges they face in our programs.

12. Communication and Media

- Informed Consent: Written consent must be obtained from both the child and their guardian before taking any photos, videos, or collecting personal information for media purposes. All media must portray children with dignity and respect.

- Privacy: We respect the privacy of children and will never share any personal information or images that could jeopardize their safety.

13. Accountability

Monitoring and Continuous Improvement

At Incubadora con Valores, we understand that child protection is an ongoing process that requires consistent oversight, evaluation, and improvement. Therefore, we are committed to conducting regular and comprehensive reviews of this Child Protection Policy to ensure it remains relevant, effective, and aligned with best practices in safeguarding children. This process is essential to maintaining high standards of child protection and making certain that our efforts reflect current legal frameworks, societal changes, and emerging risks to children's safety.

Our reviews will be thorough and will involve feedback from all key stakeholders, including staff, volunteers, mentors, and, where appropriate, the children themselves. We will actively seek input from those directly involved in our programs, as they have valuable perspectives on how the policy is functioning in real-world settings. We believe that creating channels for open and honest feedback from all individuals, including those who may be impacted by our programs, is crucial for continuous improvement. These insights will help us identify areas of strength, as well as opportunities for growth, and ensure that our child protection measures are consistently evolving to meet the needs of the children we serve.

Through ongoing monitoring and evaluation, we will be able to adapt the policy to address new challenges, refine our practices, and enhance the safety and well-being of children within our organization. This feedback-driven approach will also serve to reinforce a culture of shared responsibility for child protection, ensuring that everyone involved understands their role in upholding the policy's principles.

Consequences for Breaches

We hold every individual within Incubadora con Valores to the highest standards of conduct when it comes to child protection. This Child Protection Policy is not optional—it is a binding framework that everyone, regardless of their position or level of involvement, is expected to respect and adhere to. We recognize that maintaining a safe and supportive environment for children requires everyone to take responsibility for their actions and the actions of others.

Therefore, any violation of this policy, whether intentional or accidental, will be taken very seriously. This includes, but is not limited to, failure to report concerns, neglecting child protection procedures, or engaging in inappropriate conduct. Such violations compromise the safety and trust of the children under our care, and as such, will be met with appropriate disciplinary measures.

The disciplinary actions that may result from a breach of this policy will vary depending on the severity of the violation and the circumstances involved. These actions can range from remedial measures, such as additional training or counseling, to termination of employment or volunteer involvement with the organization. In cases where the breach involves a serious violation, such as abuse or neglect, the individual may be suspended immediately pending investigation, and the incident will be reported to the relevant authorities for legal action, as required by law.

Moreover, Incubadora con Valores will not tolerate retaliation against individuals who report concerns or violations of this policy in good faith. Retaliation undermines our commitment to child protection and will also result in disciplinary actions. We are dedicated to fostering an environment where concerns can be raised without fear of consequence, and where those who uphold the values of child protection are supported and protected.

Our approach to accountability is rooted in transparency and fairness. All individuals within the organization will be held accountable for their actions, and the process for addressing breaches of this policy will be clear, consistent, and equitable. By ensuring that everyone understands the consequences of failing to comply with child protection standards, we reinforce the critical importance of safeguarding children at all levels of our organization.

Ultimately, through regular monitoring, continuous improvement, and clear accountability, Incubadora con Valores will maintain a robust, responsive, and effective framework for protecting children, ensuring that we fulfill our duty to safeguard their rights and well-being at all times.

14. Conclusion

At **Incubadora con Valores**, we recognize that the protection of children is not only a responsibility but a fundamental and non-negotiable priority. Our commitment to child protection extends beyond compliance with legal obligations; it is a core principle embedded in every aspect of our work. Through this **Child Protection Policy**, we seek to create an environment where children are not only safe but also valued, supported, and empowered to reach their full potential.

We are dedicated to ensuring that every child who participates in our programs is protected from harm in all its forms—whether physical, emotional, sexual, or psychological. This policy reflects our ongoing commitment to safeguarding children, promoting their rights, and ensuring they can

engage in activities that enhance their lives and foster their personal growth. We believe that a child's right to safety, dignity, and respect must always be upheld, and we are resolute in our efforts to create an environment that fosters trust and security for children, their families, and our community partners.

Our **Child Protection Policy** is not just a set of guidelines; it is a living, evolving commitment that will be continually reviewed and strengthened as we learn from our experiences, challenges, and successes. We recognize that child protection is an ongoing effort that requires vigilance, transparency, and collaboration among all those involved in our organization. Through training, monitoring, and regular assessments, we will ensure that this policy is effectively implemented and that every individual involved with **Incubadora con Valores** understands their role in keeping children safe.

As we continue to grow and expand our programs, our focus will remain on the well-being of the children we serve. We are committed to providing a platform where they can not only be protected but also empowered—where they can learn, develop, and participate in opportunities that enrich their lives and communities. We aim to ensure that children feel heard, respected, and, above all, safe.

Ultimately, our mission is to ensure that every child who comes into contact with **Incubadora con Valores** can do so with the confidence that their safety, dignity, and rights are safeguarded. Through the collective efforts of our staff, volunteers, mentors, and partners, we will work tirelessly to build a nurturing, protective environment where every child has the chance to thrive and succeed.

We are unwavering in our commitment to child protection, and we will continue to take proactive steps to prevent harm and address any concerns that arise. The safety and well-being of children are our top priority, and through this policy, we pledge to uphold these values in every facet of our work.

This Child Protection Policy is transparent, publicly available, and published on the official website of Incubadora con Valores at: https://cvalores.org/wp-content/uploads/2026/08/Child-protection-policy.pdf prior to the launch of project activities involving minors and youth, in compliance with EACEA requirements for Deliverable D1.2.

Annex 1: Child Safeguarding Incident Reporting Form (Template)

(To be completed by any staff member, mentor, volunteer, or partner reporting a concern or disclosure, and submitted to the designated Child Protection Officer within 24 hours.)

Date of Report: [DD / MM / YYYY]

Time of Report: [HH:MM]

Person Reporting Concern:

Name & Surname:

Role/Position within Incubadora con Valores:

Contact (Email & Phone):

Child/Young Person's Information:

Full Name:

Age & Date of Birth:

Gender:

Parent / Guardian Name (if known):

Parent / Guardian Contact Details:

Details of Incident / Concern:

Date, time, and location of incident:

What was observed or disclosed? (Use factual, objective language and exact words spoken where possible; do not speculate):

Individuals involved / Alleged perpetrator (if known):

Witnesses (Names and contact details):

Immediate Action Taken:

Safety and first-aid measures provided to the child:

Was the child removed from immediate risk?: [Yes / No]

External Notification:

Have external authorities been notified? (ANAR / Police / Social Services / Fiscalía): [Yes / No]

If yes, specify date, authority contacted, and reference/officer name:

Signatures:

Signature of Reporting Person: _____ Date: _____

Signature of Child Protection Officer (CPO): _____ Date: _____

CPO Follow-up & Assessment Notes:

[To be documented and securely archived in compliance with GDPR]

Child Protection Officer (CPO): Melquiades Lozano Monzón
Email: melquiades.lozano@cvalores.org
Telephone: 663074683
Sign:

Firmado por ***7362** MELQUIADES LOZANO (R: ****8771*) el día 19/10/2026 con un certificado emitido por AC Representación