



Date: sept 2025

To: Code Club Luxembourg coaches

Code Club Luxembourg Safeguarding Policy

As a Growth Partner for the Raspberry Pi Foundation (RPF) in Luxembourg, the role of Code Club Luxembourg ASBL (CCLU) is to support the global efforts of the RPF in promoting Code Club. We pledge to share our expertise and adhere to the RPF's standards in safeguarding children and young individuals.

We have crafted this document and we kindly request that you read, fill in and return a signed copy. This process ensures that you acknowledge and agree with our safeguarding policy. As club leaders and mentors, we trust you to familiarize yourself with these practices and have confidence in implementing them.

1. Who you are

We need to keep updated records of all coaches.

Please provide the following details:

Gender:

First Name:

Name:

Address:

Email:

Phone:

2. Background check -

All coaches must provide a criminal record extract (Bulletin no. 5). For EIDE coaches, both Bulletin no. 3 and Bulletin no. 5 are required.

We conduct background checks on all coaches who work regularly with children to ensure their safety and protection.

To this end, we ask you to present an extract from your criminal records along with your ID card. These extracts can easily be requested via MyGuichet.

Please note that we will not retain the extract or your ID card; we only need to verify them and record that you are cleared to work with underage children.

<https://guichet.public.lu/fr/citoyens/citoyennete/certificat-casier-judiciaire/casier-judiciaire/extrait-casier-judiciaire.html>

3. Safeguarding e-learning module

You need to create an RPF account to complete the online tutorial:

<https://www.raspberrypi.org/safeguarding/e-learning-module/>

Upon completing this module, you will receive a certificate. Please send us a screenshot of your badge at the final step. If you are unable to provide a screenshot, kindly share the RPF account name you used to complete the module.

4. Raspberry Pi Foundation safeguarding policy

Please ensure you are confident with the RPF safeguarding policy.

<https://static.raspberrypi.org/files/safeguarding/Raspberry-Pi-Foundation-safeguarding-policy.pdf>

This policy provides guidance in many topics such as:

Code of behavior/ Social Media and communication /
Recognizing abuse and handling disclosure

5. Safeguarding lead

Designated Safeguarding Lead (DSL) for Luxembourg:

Marie-Paule Freyeisen, President of CCLU

Email address: safeguarding@codeclub.lu

Please ensure that all the mentioned documents are returned to our DSL, who holds the primary responsibility and authority for safeguarding matters related to Code Club Luxembourg.

Please make sure that all concerns regarding safeguarding of children in Luxembourg are reported to the Luxembourg DSL. Any information request, incident reports or any topic related to safeguarding will be treated by the DSL in Luxembourg and if necessary, the RPF DSL.

I have read and I agree with the Code Club Luxembourg Safeguarding Policy.

Date: _____ Signature: _____