Date: 14/1/2025

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 a.s.b.l. (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- extrait du casier judiciaire, bulletin n°5

We conduct background checks of all coaches who work regularly with children in order to ensure the children's welfare and protection.

To this end, we ask to see an extract of your criminal record as well as your ID card. You can easily request this extract n°5 via My Guichet:

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

Please note that we will not keep the extract nor your ID card, but we need to verify them and record that you are cleared to work with underage children.

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/

Completion of this module will show you a certificate. Kindly send us a screenshot of your badge in the final step. If you have no screenshot, please send us the RPF account name with which you have completed 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: _____