



UEFA SOCIAL & ENVIRONMENTAL SUSTAINABILITY DIVISION

Competition-specific Child and Youth Protection Guidelines

How to ensure a safe environment



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1. Preamble and purpose

These guidelines set out competition-specific child and youth protection¹ guidance for event organisers, event child safeguarding leads and/or child and youth protection officers when staging competitions and/or events with the participation of children and young people.

The document represents a further step in strengthening the protection for children and youth participating in football. They are informed by internal and external consultation between April 2022 and May 2023 and complement the UEFA Child and Youth Protection Policy and Toolkit.

The guidelines aim to promote and ensure a safe and inclusive environment for children and youth, but also for staff, volunteers participating in the *[insert name of event here]*. The aim is to minimise the risk to children and youth and clearly indicate who is the lead responsible designated for managing any safeguarding allegations, concerns, or complaints.

2. Scope of application

These guidelines apply

- during competitions, tournaments, or finals
- To Child and Youth Protection officers, local organising committees or event organisers, event child safeguarding leads, volunteers and staff participating at these events.
- To alleged incidents of child abuse.

3. Definition of terms

These guidelines cover the following definitions:

Abuse	Misuse, excessive or unfair use of something, or a failure to act which results in harm, or the risk of harm, to a child such that their development may be impaired. <i>(Physical, emotional/psychological, sexual, neglect, violence, bullying and cyberbullying)</i>
Children	Every human being below the age of eighteen years unless under the law applicable to the child, majority is attained (UN Convention on the Rights of the Child of 1989).
Child Rights United Nations Convention on the Rights of the Child (CRC) (1989).	<p><i>Non-discrimination:</i> All children have all the rights set forth in the CRC irrespective of their or their parent's or legal guardians' race, colour, sex, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth, or other status.</p> <p><i>The best interests of the child:</i> The impact on children of each law, action and decision should be assessed, and the interests of individual children and children</p>

¹ UEFA's policy combines both child and youth protection and child safeguarding.



	<p>as a group must be a primary consideration, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, or legislative bodies.</p> <p><i>The right to life, survival, and development:</i> The authorities must protect each child's inherent right to life and take all measures to ensure the child's full development – physical, spiritual, moral, and social.</p> <p><i>Respect for the views of the child:</i> The child has a right to express their views freely in all matters affecting them, with those views being given due weight.</p>
Child and Youth Protection Officer (CYPO)	Designated person in an organisation who is responsible for making sure that the Child and Youth Protection policy is implemented and followed.
Child protection	Part of safeguarding and promoting well-being. This refers to the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.
Child safeguarding	The organisation's responsibility to ensure that football is a safe, positive, and enjoyable experience for all children and that children are kept safe from (including abuse) when involved in football, in all capacities and at all levels. It includes both preventive actions to reduce the chances of harm occurring, and responsive actions aimed at ensuring that, when concerns arise, they are handled and appropriately and in a timely manner.
Disclosure	The act of making something known or the fact that is made known.
Event organisation	Group tasked with overseeing the development and delivery of an event, competition, tournament and/or match and any other football activity.
Event child safeguarding lead	Designated person in an event/competition/match/tournament responsible for making sure that the event safeguarding plan is implemented and followed.
Poor practice	Behaviour that contravenes the code of conduct for the event or of the organisation.
Reporting	Notifying responsible individuals of a concern.
Referral	Reporting a case to statutory authorities (police, child protection services).
Safeguarding concern	An incident, information, report, or situation which raises the possibility that a child may have been subjected to, or may be at risk of, abuse or poor practice.

4. Commitment and fundamental principles

Child and Youth Protection is part of the [UEFA Football Sustainability Strategy 2030](#) which includes 11 policies, each supported by a 2030 ambition, targets, and key performance indicators (KPIs), and is implemented in five areas of action.



4.1 Commitment

As the European governing body for football, UEFA is committed to providing a safe and empowering environment for all children and youth to play football regardless of their age, gender, sexual orientation, racial or ethnic origin, religion, or belief, physical or mental abilities.

4.2 Fundamental principles

Children have a right to be safe and protected from people who are unsuitable to work with them. Measures and processes must be in place that allow for concerns to be dealt with when they arise so that children feel safe when participating in football activities.

Reducing safeguarding risks relies on thorough preparations and on-site organisation, but also primarily on the cooperation, behaviour and understanding of venue staff, as well as all target groups involved with children in the match operations.

Everyone involved should be made aware of these guidelines, must be alert to the signs of abuse and neglect and able to report if they have concerns about the behaviour of any person in this context.

Keeping children safe and football fun is everyone's responsibility!

5. Key roles and responsibilities

Shared understanding for each role at the venue is crucial and helps a clear process of communication. Different teams coming from different organisations to work together on an event means also agreeing where to share information on online platforms and how to secure access for all.

5.1 Child and Youth Protection Officer / Event child safeguarding lead

- The Child and Youth Protection Officer acts as the first point of contact and takes the lead on child safeguarding within an organisation. His role is critical to an environment where children and young people of all ages and abilities can safely participate in football and have fun (*annex 1*).
- The Event child safeguarding lead has overall responsibility for developing, promoting, and implementing the safeguarding plan at an event. He/she is responsible for receiving and responding to any safeguarding concerns that arise during the event including any alleged incidents of harassment and abuse or poor practice (*annex 1*).

5.2 Event organisers

- The event organiser has the overall responsibility for planning and delivering the event, including safeguarding arrangements. For that purpose, each event organiser must identify an event child



safeguarding lead. They must identify and follow safer recruitment procedures (*annex 2*) for all staff and volunteers involved, but foremost for:

- the individuals responsible for child and youth protection per venue
- the chaperones for programmes where children and youth participate per venue and group
- and offer safeguarding training opportunities.

5.3 Supervisors (Chaperones)

- Supervisors are expected to act as the responsible adult in all situations. Parents expect their children to be cared for safely and sensibly. Mixed gender groups should be accompanied by at least one male and one female member of staff. Find more details in the information on supervision in *annex 3*.

5.4 National associations, clubs

- National associations and club's team managers are responsible for the behaviour of their teams, players, officials, members, supporters, and any person carrying out a function at a match on their behalf. Failure to do so may result in reporting to UEFA under their Disciplinary Regulations.
- Their association and/or the club are also responsible for having a child and youth protection plan in place and a designated child and youth protection officer to safeguard children.

5.5 Visiting association and/or clubs

- The visiting association's/club's' officials and staff travelling with the participating teams will hold primary responsibility for safeguarding their team. For that purpose, each visiting team must identify a safeguarding contact for their young people and communicate it to the event organiser.

6. Key areas and potential risks for children and youth

Area	Risk
Access and accreditation	Individuals are not identified, and background checked and roles not clear. Unauthorised access to children.
Accommodation and Transportation	Children sharing rooms and bathrooms with adults. Free access to unsuitable TV programmes (harmful content). Road, public or private transport safety.
Catering, snacks, and substance abuse	Child at risk of disorders related to unhealthy diets, drug use, smoking, alcohol, and performance enhancing substances.
Conduct	Inappropriate language in front of children and behaviour, malicious and misplaced allegations, poor practice.



	Discrimination, violence, neglect, and other forms of abuse.
Consent from parents/carers - registration	No parental consent and contact details collected. Organiser cannot register the child for participation.
Medical and security	No medical and health information collected. Child at risk in case of emergency, injury, or any other incident.
Media, photography, filming – online protection and safety	Inappropriate online material or unsolicited messages (i.e., revenge porn). Child forced to speak to media and filmed without permission. Media, peers, or other violating boundaries taking naked or sexual implicit images.
Physical care	Intimate care one-to-one, out of sight and inappropriate touching, in secret.
Privacy – dressing rooms	Children sharing facilities with adults, e.g., dressing rooms, showers
Recruitment and training	Workforce recruited not vetted or not trained, inappropriate to work with children
Supervision	If a certain ratio/quota child-adult is not respected, children are not properly supervised and may for that reason accidentally be separated from the group, team, or family and at risk of getting lost and groomed.
Training/Playing	Overexertion (pushing beyond child's limits)
Venue arrival / departure	No agreed drop-off and pick-up points. Parents/carer unable to safely drop-off or pick-up their child. Child separated from family

7. How to ensure a safe environment for children at your event?

At larger events which involve more than one club or association, it is recommended to develop and implement competition/event- specific guidance.

As a minimum, the **event organiser**

1. Makes the name and contact of the Event child safeguarding lead and his role and responsibilities publicly available. (*Annex 1*)
2. Has a safe recruitment process for all workforce involved (*annex 2*).
3. Establishes clear guidelines about the expected behaviour of adults, children, and young people (codes of conduct) (*annex 4*).
4. Appoints and trains an Event child safeguarding lead and supports the individual in developing and implementing the event child safeguarding planning checklist (*annex 5*).



As a minimum, the **event workforce**:

1. Has completed an event risk assessment (Event child safeguarding lead) (*annex 6*).
2. The event workforce to be in contact with children has completed the UEFA (online) awareness raising online course and the online course for staff on www.uefa-safeguarding.eu/learning.
3. The event workforce has read and familiarised themselves with the practical advice provided in the 11 actions brochure received with the event accreditation.
4. The event workforce knows who the event child safeguarding lead is.
5. All individuals in contact with children participating know how to recognise, respond, report, and refer cases that might occur to their line managers.

8. Preventive measures

8.1 Safer recruitment (*annex 2*)

Events can mean that a range of staff and volunteers are appointed or employed across a variety of roles. Some of these roles may require access to children and young people throughout the event and at various times.

Safer Recruitment policies should always be followed when employing staff who will work with children. This is to ensure that the risks around the suitability of people working with children are managed in an effective manner.

Further to the employed staff of the tournament, there will be a range of volunteers with a variety of roles across the event that will be recruited (e.g., drivers).

These individuals should all be recruited with a safer recruitment policy to ensure their suitability for each role. With specific reference to the drivers, they will have their licenses checked to confirm that they are, again, suitable to undertake the role of a driver.

8.2 Supervision and lone working (*annex 3*)

In general, lone working should be avoided. It is acknowledged that this is not always possible, but adults should always work in an 'open' way where they can be observed by others. Special rules apply for physical care. There should always be a proper amount of supervision present, but consideration should be given to the context, ages, and abilities of the children.

Changes in schedules throughout the day as well as entrance checks applicable should be communicated to parents/guardians to ensure that no child or young person is left alone (e.g., a child being collected by parents or not going on the team bus). If the parents/guardians are unable to pick their child up, they should communicate this to the team in advance and who will be picking them up in their place to ensure that the team are aware.



Ensure sufficient quality and quantity food and enough water. Include specific requirements such as vegetarian, gluten-or nut-free foods, cultural preferences or food that follows religious requirements.

8.3 Codes of conduct for adults, coaches, parents, and youth (*annex 4*)

Clear codes of conduct apply to people working for and on behalf of the event organiser. These set out expectations in relation to child and youth protection and detail expected and prohibited behaviour.

You can find sample code of conducts for staff, youth, parents, and coaches attached. Codes of conduct should include the prohibition of access to illegal substances (tobacco, alcohol, drugs etc.).

8.4 Event risk assessment (*annex 6*)

It is recommended to conduct an event risk assessment to cover all potential risks that could jeopardise the health, safety, protection and well-being of children and youth.

Each risk/concern should then be rated as high, medium, or low, according to the likelihood of it occurring. Refer to *annex 6a* for a sample risk classification list.

The action needed to manage/reduce the risk should be named for each. If risks cannot be reduced and remain high, you should consider cancelling the event.

8.5 Consent and permission forms (parental consent, medical form) (*annex 7*)

To take part, a minor will need consent from his/her parents/carers to ensure that the child is properly cared for from the moment they leave their care until they return. This must include sufficient medical information. Parents are responsible for leaving, registering, and collecting their children.

8.6 Accommodation and transportation (*annex 8*)

The team will always take responsibility for their participants whilst at the accommodation. No personal cars (e.g., event staff personal cars) should be used to transport participants during the event unless the parents of the participant have organised otherwise. Drivers, cars/buses must be safe and reputable.

8.7 Privacy and safe use of dressing rooms (*annex 9*)

Children have a right to privacy. The participating teams and their assigned staff hold primary responsibility for the well-being of their staff and participants in all areas of the event, but the changing rooms should be seen as an area where children are particularly vulnerable.

Ensure safe use of facilities for children by properly supervising its access. Dressing/changing rooms, bathrooms are off-limits for non-authorized individual and media representatives before, during and after the match. Mobiles and other equipment capable of taking images should be switched off in this area.



It is important for doctors and first aid to respect children's privacy. If medical or intimate care is provided, children and young people should be allowed to have another child or adult of their choice present to avoid lone working.

8.8 Procedure for missing children and young people *(annex 10)*

During the event, the responsibility for minor players and children active in the event lies with the assigned team staff and/or the event organiser and they must ensure the whereabouts of their participants throughout the whole event. If a participant goes missing, the procedure for missing participants should be followed. A description of the participant should be circulated to those involved in searching and, if possible, a photograph should be used to provide identity.

8.9 Media, photography, filming – online protection and safety *(annex 11)*

At different opportunities, media will have access to speak with players from each team. A child and/or young player should not be forced to speak to the media if they do not wish to do so and they should not be left on their own or unsupervised during the interview. The UEFA Media Operations and Services have issued a media code of conduct and sanctions may be imposed by UEFA directly at the time of the misconduct or retrospectively.

8.10 Access and accreditation (identification)

Organisers should have a system in place to track the number and name of any children and young people for whom they are responsible at any point during the event. This is vital if someone is injured or if there is a major incident, such as fire, when you need to account for everyone.

For smaller events, it is essential that organisers make their expectations clear at the outset, e.g., whether younger children need to be accompanied and supervised by a parent or other suitable adult at any time.

The person with overall responsibility for the event (or a designated representative) is responsible for undertaking that registration.

Organisers provide all event staff with identification (accreditation) that includes their photograph (where practical), including allocating for dedicated safeguarding roles. If this is not possible, efforts should be made to ensure that safeguarding responsibilities are embedded within other roles.

9. Responsive measures

9.1 Reporting concerns *(annex 12)*

In general, if any concern/allegation is made during the event, a report form must be completed and submitted to the relevant manager. A report form (template) is attached to this document.

If a concern occurs in the changing room, the staff has a duty to act immediately, following the process in the "Reporting concerns" section.



All safeguarding issues should be reported to the event child safeguarding lead or to the venue manager, the security manager or the volunteer manager who will take proper action.

9.2 Allegations against event staff or volunteers

Any allegations/concerns about abuse of children and/or young people by staff/volunteers must be reported to the event child safeguarding lead or the event organiser who will refer the issue to the relevant workforce manager. The event organiser will have overall responsibility for deciding if the individual should remain at the event or be sent home.

9.3 Outside sporting context

Where a concern emerges that a child may be being abused at home or out of a sporting context this must be reported immediately to the national statutory body who will advise on what to do next. If unsure of who to report to or how to handle the concern/allegations, contact should be made with the NA's Child and Youth Protection Officer. If the Child and Youth Protection Officer cannot be contacted, the police and/or national protection authorities will help.

9.4 Raising concerns (refer) (annex 12)

Although preventive actions will reduce the likelihood of a child being harmed in a football environment, there may still be situations that cause concern. If this happens, it is important for event organisers to know how to respond appropriately and ensure the child involved receives assistance.

For how to assess the risk and follow-up, please refer to the event risk assessment (annex 6) and referral flowchart (annex 12).

Following the event, the Event child safeguarding lead will inform the relevant association and UEFA about any concerns raised so that further management of the concern can continue, and the relevant disciplinary proceedings can take place.

Where there are any discrepancies during the event and an agreement cannot be made between the event team, in consultation with the Event child safeguarding lead, and a participating team on how to bring the concern to a close, UEFA will be informed, and they will have the final say on the matter to bring the concern to a fair resolution.

Any criminal activity should be reported to the Police immediately and action taken to remove any participant from direct harm.

10. Data privacy

Personal data will be collected and processed by the event organiser, including its subsidiaries and any third party appointed by [name of organiser] to assist in the organisation of the match (es) of the [name of the event] for the purpose of participation on the basis that such processing is necessary for granting access to the stadium/venue at which the match/competition takes place.



It is recommended that parents discuss the provision of personal data with their children when filling the parental consent form.

11. Emergency

All cases of emergency should be reported to the Event child safeguarding lead who will take appropriate action. A list of emergency numbers should be available to all.

	Name	Phone	Address	Email
UEFA Child and Youth Protection	Iris Hugo-Bouvier	n/a	Route de Genève / 1260 Nyon	Childsafeguarding@uefa.ch
Child and Youth Protection Officer in NA or Club				
Event child safeguarding lead				
Child Helpline (if available)				
Ambulance				
Hospital				
Security / Police				

12. Appendixes

1. Child and Youth Protection Officer / Event safeguarding lead
2. Safer recruitment
3. Supervision and lone working
4. Code of conduct (adults, coaches, parents, youth)
5. Safeguarding event planning checklist
6. Event risk assessment (+ sample risk classification list)
7. Consent and permission forms (parental consent, medical form)
8. Accommodation and transportation
9. Privacy and safe use of dressing rooms
10. Procedure for missing children and young people
11. Media, photography, filming – online protection and safety
12. Report form and referral flowchart



Child and Youth Protection Officer/Event child safeguarding lead - roles and responsibilities

***About the role:** The individual designated by the organisation with primary responsibility for putting into place the child and youth protection policy, procedures and tools and for managing and reporting concerns about children and young people. Titles may differ.*

Child and Youth Protection Officer

Duties and responsibilities:

- Developing, promoting and implementing the organisation's safeguarding plan
- Acting as the first point of contact within the organisation (UEFA, NA and/or club) and taking the lead on child and youth protection.
- Undertaking risk assessments, or supporting others in completing them, when required.
- Ensuring
 - safeguarding training is given to staff, volunteers and others working with children;
 - staff and others are aware of the CYPP and their responsibilities under it, for example by providing training and briefings;
 - that football programmes, practices and activities take constant and regular account of safeguarding measures;
 - staff, volunteers and all stakeholders, as well as children and parents, are familiar with the CYPP, and that the policy is accessible.
- Mapping out and establishing partnerships with local authorities and civil society organisations with expertise in child welfare, health and law enforcement, so that information is available if an incident occurs or external advice is needed;
- Participating in child safeguarding training.
- Maintaining the safeguarding implementation plan and producing an annual progress report, as requested.
- Keeping an accurate record of any incident.
- Receiving, responding to and managing any child safeguarding issues that arise at or following the event.

Skills:

- Interest in the well-being and safeguarding of children and child protection matters.
- Willing to undertake relevant training to fulfil the role.
- Confidence and good judgement to manage situations relating to the poor conduct/behaviour others towards a child.
- Ability to maintain confidentiality and calm in an area potentially emotionally distressing and sensitive.
- Ability to keep record, e.g. of incidents.
- Experience working with children.



Child and Youth Protection Officer/Event child safeguarding lead - roles and responsibilities

***About the role:** The individual designated by the event organisation with primary responsibility for putting into place the child and youth protection policy, procedures and tools and for managing and reporting concerns about children and young people.*

Event child safeguarding lead *(title may differ, and individual hired locally)*

Duties and responsibilities:

The event child safeguarding lead has overall responsibility for safeguarding at the event. The role can be taken by the NA Child and Youth Protection Officer. It is recommended to have at least one safeguarding representative for each match at a competition.

The event safeguarding lead should have undertaken at least basic safeguarding awareness training, and demonstrate experience of both safeguarding and sports event management.

The event safeguarding lead is responsible for:

- developing, promoting and implementing the event child safeguarding plan that provides minimum operating standards for the event, including details of reporting and referral process
- ensuring this plan reflects or adds to requirements of the national governing body (for clubs) or local authority safeguarding policies and procedures
- linking with local statutory agencies and ensuring the event safeguarding plan complies with relevant national and local guidance
- ensuring that plans cover all relevant aspects of the event:
 - agreed safe recruitment process for the event and ensure all volunteers and staff, who are responsible for supervising children have completed necessary background / vetting checks (criminal records) prior to taking up their role.
 - registration and consents process
 - reporting and recording procedures
 - sign up by staff and volunteers, participants and parents/spectators to codes of conduct linked to a disciplinary/sanctions process
 - basic safeguarding training requirements for staff and volunteers (to include event-specific aspects, eg disability awareness for an inclusive event)
 - procedures for missing participants
 - safeguarding staffing/roles requirements for participating teams, clubs or schools - how safeguarding concerns will be reported, responded to and managed at and after the event (including communication with statutory agencies, national governing bodies, schools and/or local authorities)



The table below contains ideas of how safer recruitment can be included in the appointment of staff and volunteers. It is recognised that in some countries it may be difficult to fully comply with all suggested actions for safer recruitment – for example getting references may not be feasible, or police checks may be easily forged. Similarly obtaining copies of qualifications may be impossible, especially if applicants have moved several times or have had to leave their country (say as a refugee). The important thing is to do all that is reasonable and feasible, and to have a range of different approaches in place, not to rely on only one action.

RECRUITMENT &	SELECTION PROCESSES
Important: All recruitment and employment practices required by law must be met.	
Profile of candidate	Decide what skills and knowledge are needed to safely work with children in football and include these within the profile.
Advertisement	Include a clear statement about the organisation’s commitment to safeguarding children in any advertisement about the position.
Interview Questions	Include at least one question that relates to child safeguarding – <i>see annex for suggested questions.</i>
PRE-RECRUITMENT	
Self-Declaration	Applicants must complete and sign a declaration of good character, including the section confirming they are safe to work with children, and giving permission for checks to be made. <i>See annex II Self-Declaration form.</i>
Reference Checks	Two professional references must be directly provided. Depending on the position applied for, references may include a previous employer. References should always be sought and obtained directly from the referee using an email address, postal address, or phone number. Open references (e.g., candidate providing a written reference) are generally not enough. <i>See annex for 1 sample interview questions.</i>
Proof of identification	Verify a candidate’s identification (national passport or national ID card) as predatory offenders may provide false information including a false identity to secure a position.
Qualification & registration checks	Any qualifications or professional registrations claimed in the application should be verified by asking to see original certificates etc.
Police checks	The decision to request a police check needs to be made with a regard to whether the post requires access to children. Where a police check is required then these should be sought from the country where the person is living – and if the person has worked overseas from those countries too. Some countries have a database of offenders /



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Safer recruitment

	<p>people who are not suitable to work with children. If this exists, then it should be checked.</p> <p>Having a conviction does not necessarily mean that the person cannot be appointed – it depends on the offence (although any conviction for mistreatment / abuse of a child should generally be a reason for not appointing).</p>
POST-APPOINTMENT	
Code of Conduct	<p>All staff, volunteers, managers, coaches, officials, and all those involved in football programmes or activities must sign a Code of Conduct. This should be explained to them so that they are clear about expected behaviours. <i>See sample Codes of Conduct in annex 4 to the competition-specific child and youth protection guidelines.</i></p>
Induction	<p>As soon as possible after starting with the organisation, a briefing/ orientation should be provided on the Child and Youth Protection Policy and procedures. This includes making sure that the name and contact details of the Child and Youth Protection Officer (title may differ) is provided.</p>
Probationary period	<p>A probation period can be used to actively assess suitability for the position. Terms and conditions including the duration of the probationary period will depend on labour laws in country, but ideally should be at least three months.</p>



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Safer recruitment

Annex I – Sample questions

Sample child and youth protection questions for interviews

At least one question on child and youth protection should be asked in interviews. The questions below are examples. Remember that if the applicant does not know the organisation's Child and Youth Protection Policy and Code of Conduct, they may not answer the question 'correctly'. That is not so important, as what is being tested is attitudes towards the need to keep children safe.

- Have you worked for an organisation with a Code of Conduct before? If yes, what difference did it make to the way you viewed yourself and your work and that of teams you were in?
- Can you give me some examples of what may be unsafe or unacceptable behaviour with children in relation to football activities?
- During your work you might encounter children. How do you feel about that? Are there any age groups you feel comfortable being in contact with? (Asking follow-up questions about why an applicant has a strong preference can help you determine if there is a cause for concern).
- Have you worked/volunteered in a similar position before where you had contact with children? What did you like about it? What did you find difficult?
- If you were concerned about the actions or behaviour of another adult towards children, how would you respond?
- What have you done when a colleague/friend has broken a rule, procedure, or code of conduct?
- If you saw a parent or a member of the coaching team shouting at a child, what would you do?
- What qualities have you observed in others that you have admired, particularly regarding their work with or care of children?
- What do you think makes a good role model in football for children and youth?
- Imagine you hear that a group of children have been taking photographs of another child in the changing room while undressing and posting them on the internet. How would you react? What would you do?

Sample questions to ask during reference checks

It may be difficult to ask straightforward questions and get straightforward answers from a referee, as in many countries it is illegal to discuss disciplinary matters with people external to an organisation and to provide details that reflect negatively on an employee. Therefore, we should give attention to the way the following questions are answered (i.e. hesitation, reluctance to opening answer, etc). It is important to explain that the role can bring the applicant into contact with children.

Suggested questions include:

- Do you know of any reason why we should be concerned about this applicant as it relates to their conduct with children?
- How would you describe the personal character of the applicant?
- In the time you have known the applicant, is there anything that led you to believe that this applicant is not suitable to be in contact with children?
- Would you be happy to have the applicant working with your organisation again / with children?



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Safer recruitment

Annex II – Self-Declaration form

All applicants working directly with children must complete this form in full.

Name of applicant	
Name of Organisation	
Position applied for	
Interviewer (Name, Position)	

1. Have you ever been convicted by the courts or cautioned, reprimanded, or given a final warning by the police? Please give details of any offences or penalties as well as the name of the country and dates in the table below: YES / NO.

If yes, provide details:

--

2. Have you ever been subject to disciplinary proceedings or disqualified from work with children or subject to any other sanctions? YES / NO.

If yes, provide details:

--

3. Are you aware of any reason which might give rise to concerns about your suitability to work with children? YES / NO.

If yes, provide details:

--

Declaration:

I confirm that the information I have given on this form is correct and complete. I am of good character, and that I know of no reason why I would not be considered suitable to work with children (under 18 years old).

I confirm that I give my consent for [organisation name] to carry out the relevant background checks as may be necessary to reassure themselves that I am suitable to work with children.

Signature	
Date	



Supervision and lone working

CHILD & YOUTH PROTECTION

1. Lone working must be avoided. At least two adults must always be present when working with children. It is acknowledged that this is not always possible, but adults should always work in an open manner where they can be observed by others, preferably working with groups of children, rather than individual children on a one-to-one basis.
2. Enough adults must always be present to ensure proper supervision of children, bearing in mind the context and the ages and capacities of the relevant children. Issues regarding supervision and lone working should always be considered as part of any risk assessment.
3. The following adult-to-child ratios are recommended:
 - 1 adult per 10 children aged 13 to 18
 - 1 adult per 8 children aged 9 to 12
 - 1 adult per 6 children aged 5 to 8
 - 1 adult per 3 children aged 4 and under

All one-on-one interactions between an adult and a child must be observable and interruptible.

If the number of adults is not enough to achieve the required level of supervision, the activity will be cancelled.

4. If medical or other intimate care is provided, children should be entitled to have another child or adult of their choice present.
5. There are certain specific requirements for collecting anti-doping samples from a minor that must be adhered to in the test procedures. Athletes who are minors should be notified of their selection for a doping control in the presence of an adult and may choose to be accompanied by a team representative throughout the entire sample collection session. Should an athlete who is a minor decline to have a representative present during the sample collection session, a witness of the doping control officer must be present during the urine sample provision to observe the doping control officer.
6. Children should not be given personal care (such as washing) if they are able to do it themselves.
7. Changing rooms, showers, etc. should be supervised, but in ways that ensure that children's privacy is protected. Only adults responsible for the supervision of children should be in the changing room while children are changing and no one else (e.g. photographers) can enter without authorisation.
8. During overnight stays (e.g. in the context of away matches and training camps), children should not sleep alone in the same room as adults, unless the child is related to the adult or the adult has been tasked with acting as the child's guardian by the child's parents or carers.
9. Clear procedures should be established to deal with situations where a child becomes lost or goes missing or a parent or carer fails to collect a child.
10. If children can travel to and from activities alone, written permission for them to do so must be given by the parent or another person with the authority to give such permission (e.g. a legal guardian).



**CHILD & YOUTH
PROTECTION**

Sample code of conduct for adults (workforce)

Codes of conduct are important as they set out expected behaviours. They are more than a list of what can and cannot be done; they are a shared set of agreed and acceptable behaviours that help to create and maintain a positive, enjoyable, and safe environment.

Adults

On and off the field, I will lead by example when it comes to good sportsmanship and be a role model for children by:

- Always respecting the rights, dignity and worth of everyone involved in games regardless of their age, race, skin colour, ethnic, national or social origin, gender, disability, language, religion, political or any other opinion, wealth, birth or any other status, sexual orientation or any other reason;
- Sticking to the rules and celebrating the spirit of the game;
- Encouraging fair play and high standards of behaviour;
- Never engaging in, or tolerating offensive, insulting or abusive behaviour or language;
- Always being supportive of children's efforts and valuing more than just winning.

Tip

This sample code of conduct is provided as a suggestion.

You can include other issues that you believe are important given your context.

When working with children U18, I will:

- Comply with the child and youth protection policy, and put the well-being, safety and enjoyment of children above everything else;
- Challenge any form of bullying among children;
- Provide meaningful opportunities that empower all children;
- Not humiliate or belittle children or their efforts in a match or training session;
- Not groom or exploit a child for personal or financial gain;
- Not forming intimate emotional, physical or any sexual relationship with any player under 18 years of age, which includes not making sexually suggestive comments to a child, even in fun;
- Engage in or allow any verbal, physical or sexually provocative games or inappropriate touching with children;
- Ensure all activities are suitable for children's abilities and ages;
- Work with others (e.g. doctors, physiotherapists) for each player's best interests;
- Never use physical abuse or chastisement;
- Always ensure that children are properly supervised and that arrangements for tournaments and away matches are safe, which includes not sharing rooms with children;
- Respect children's privacy, for example not entering showers and changing rooms without permission and not providing personal care that children can do for themselves;
- Ensure that any treatment, e.g. physiotherapy, takes place in an open and supervised environment, rather than in private;



Sample code of conduct for adults (workforce)

CHILD & YOUTH PROTECTION

- Avoid spending time alone with children away from others;
- Never share a room alone with a child.
- Not engage in inappropriate use of social media, which includes not engaging children in private social media conversations and never posting comments or sharing images that could compromise their well-being or cause them harm;
- Not post photographs or other information about children or their families on my personal social media (e.g. Facebook or websites) or the club/organisation's social media, without the permission of the children concerned and their parents;
- Share any concerns I have about the safety and well-being of children, including about individual children, with the child and youth protection officer or, if not appointed, with management. I understand that if I do not follow the code, I may be subject to measures that could include suspension, loss of licence, dismissal and referral to outside child protection agencies or the police.

By signing the code, I confirm that there are no reasons for concern about my suitability to be involved with children and football, e.g. previous convictions or allegations of child abuse.

NAME	Signature	Date



**CHILD & YOUTH
PROTECTION**

Sample code of conduct for coaches

Codes of conduct are important as they set out expected behaviours. They are more than a list of what can and cannot be done; they are a shared set of agreed and acceptable behaviours that help to create and maintain a positive, enjoyable, and safe environment for children.

COACHES

On and off the field, I will lead by example when it comes to good sportsmanship and be a role model for children by:

- Always respecting the rights, dignity and worth of everyone involved in football activities (*regardless of age, race, skin colour, ethnic, national, or social origin, gender or sexual orientation, disability, language, religion, and belief, political or any other opinion, wealth, birth or any other status, or any other reason*).
- Adhering to the Laws of the Game, the fair play guidelines, and the regulations.
- Promoting fair play and high standards of behaviour.
- Opposing cheating, intimidation, doping, match-fixing, bribery, and corruption.
- Being aware of the consequences of emotive language and negative behaviour. Never engaging in, or tolerating offensive, insulting or abusive behaviour or language.

When working with children under 18 years old, I will:

- Abide by my respective bodies' Child and Youth protection policy, and put the well-being, safety, and enjoyment of each player above everything.
- Challenge any form of bullying among children.
- Provide meaningful opportunities that empower all children.
- Ensure all activities I organise are suited for the player's ability, level, age, and maturity.
- Not humiliate or belittle children or their efforts in a match or training session.
- Always be supportive of children's efforts and accept defeat with dignity.
- Not groom or exploit a child for personal or financial gain.
- Not forming intimate emotional, physical or any sexual relationship with any player under 18 years of age, which includes not making sexually suggestive comments to a child.
- Never inviting or allowing children to stay with you at your home

I understand that if I do not follow the code, I may be suspended, required to leave, lose my position and/or have my coaching licence withdrawn. I may be subject to dismissal and referral to outside child protection agencies or the police.

Name	Signature	Date

Tip

This sample code of conduct is provided as a suggestion.

You can include other issues that you believe are important given your context.



**CHILD & YOUTH
PROTECTION**

Sample code of conduct for children and young people

Codes of conduct are important as they set out expected behaviours. They are more than a list of what can and cannot be done; they are a shared set of agreed and acceptable behaviours that help to create and maintain a positive, enjoyable, and safe environment.

CHILDREN AND YOUNG PEOPLE

On and off the field, I understand and agree that

- The accompanying adults are responsible for my safety and welfare from the time I leave the care of my parents until I return.
- I must always follow the instructions and advice of the accompanying adults.
- If, for some reason, I do not want to follow the team or the group, I will ask the accompanying adults for permission and explain my whereabouts.
- Accommodation is shared and whom I will share with will be agreed in advance. I will not sleep in any other room without permission.
- I will be on time for all meetings and activities.
- I will follow the rules intended for my own safety, including:
 - no alcohol consumption
 - no drug consumption
 - no smoking in the rooms or at any other time
- I will tell the accompanying adults if there is anything that is bothering me or if I have any concerns about my safety or that of another child.
- I will tell the accompanying adults if there is anything I need so that I can take part in the event.
- I will respect and help other children participate fully by being a role model for good sportsmanship. I will lead by example, which includes not drinking alcohol, taking drugs, or using foul, racist, homophobic, or other discriminatory language.
- I will respect the rights, dignity and worth of every participant, and others involved, and never engage in verbal, physical or sexually provocative gestures or language. I will not hit or otherwise physically assault anyone taking part in the event or act in any way that could shame, humiliate, belittle, or degrade other children, or might be considered bullying.

Tip

This sample code of conduct is provided as a suggestion.

Ideally, children and young people should be consulted about what is acceptable behaviour, as they are more likely to follow the rules if they have taken part in creating them.

You can include other issues that you believe are important given your context.



Sample code of conduct for children and young people

I have read and understand the agreed behaviour code. I agree to follow these rules and understand that if I break the code my parents will be informed, and I may be asked to leave the activity early.

NAME (CHILD)	Signature	Date

NAME (PARENT/GUARDIAN)	Signature	Date

I do / do not agree to take part in media activities related to the event, including the publication of my photograph in newspapers and online.

I understand that even if I do not give permission, I can still take part in the activity.

NAME (CHILD)	Signature	Date
NAME (PARENT/GUARDIAN)	Signature	Date

By signing, the parent or legal guardian attests that he approves and has explained the above to their child.



Sample code of conduct for children and young people



**CHILD & YOUTH
PROTECTION**

Sample code of conduct for parents

Codes of conduct are important as they set out expected behaviours. They are more than a list of what can and cannot be done; they are a shared set of agreed and acceptable behaviours that help to create and maintain a positive, enjoyable, and safe environment.

Parents

As a parent, I will contribute to the development of a safe and fun atmosphere for children to play football by:

- Cooperating with and showing respect for everyone involved in the game;
- Encouraging fair play and high standards of behaviour;
- Accepting decisions made by match officials;
- Not using or tolerating offensive, insulting or abusive behaviour or language with/ by any player or official;
- Praising effort and participation rather than focusing on performance and results;
- Not tolerating or encouraging any form of bullying;
- Not humiliating or belittling children or their efforts in a match or training session or blaming a child for not winning a game;
- Not physically chastising any child;
- Respecting children's privacy, for example not entering changing facilities without speaking to the coach first;
- Refraining from engaging in inappropriate use of social media, which includes not posting photographs or comments about children or their families on my personal social media (e.g. Facebook or websites) without the permission of the children concerned and their parents;
- Voicing any concerns, I have about the safety and well-being of my child or any other child with the coach and/or the child safeguarding focal point or, if not appointed, with management;
- Staying informed about any problems or concerns relating to my child, while having the right to expect that my concerns are appropriately dealt with.

Tip

This sample code of conduct is provided as a suggestion.

You can include other issues that you believe are important given your context.

I have read and understand the agreed behaviour code. I agree to follow these rules and understand that if I break the code my parents will be informed, and I may be asked to leave the activity early.

NAME (PARENT/GUARDIAN)	Signature	Date



EVENT SAFEGUARDING PLANNING CHECKLIST

1.	Event safeguarding plan	Event safeguarding plan approved by the highest level of your organization and produced in different formats, e.g. for children, parents.	<input type="checkbox"/>
2.	Event child safeguarding lead	Appoint and train an event child safeguarding lead to act as the first point of contact for advice and to respond to any safeguarding to concerns that arise during the event. His/her contact details are available for anyone seeking guidance on what action to take if there are concerns about a child's safety or well-being, both within and outside the organization.	<input type="checkbox"/>
3.	Risk Assessment	Conduct a risk assessment to cover all potential risks that could jeopardise the health, safety, protection, and well-being of participants. Regularly update the risk assessment and share with all staff involved in the event. Keep a written record of the risk assessment on file.	<input type="checkbox"/>
4.	Roles & Responsibilities	Ensure that all staff and volunteers (if relevant) are aware of their specific safeguarding responsibilities at the event.	<input type="checkbox"/>
5.	Training	Train all event workforce and individuals in contact with children on safeguarding awareness.	<input type="checkbox"/>
6.	Recruitment	Safer recruitment/employment checks conducted for all workforce working with children.	<input type="checkbox"/>
7.	Self-declaration form	Ensure that all staff and volunteers (if relevant) involved with the event sign a self-declaration form confirming that they have not previously violated the safeguarding policy. ¹	<input type="checkbox"/>
8.	Supervision arrangements	Ensure that there are adequate supervision arrangements in place and appoint chaperones for children and young people involved in the event.	<input type="checkbox"/>
9.	Participant's Information	Collect essential information for all participants including name, contact number, address, and emergency contact details.	<input type="checkbox"/>

¹ Signed by legal guardian / parent depending on age



**CHILD & YOUTH
PROTECTION**

EVENT SAFEGUARDING PLANNING CHECKLIST

10.	Safeguarding Events Pack	Prepare a Safeguarding Events Pack that includes all essential safeguarding information. Distribute this to participants before the event. The pack should include at the very least the safeguarding policy, code of conduct, safeguarding officer contact details, reporting channels, and safeguarding guidelines for the event.	<input type="checkbox"/>
11.	Safeguarding Briefing	Deliver a pre-event briefing to provide essential safeguarding information and guidance about the event. The briefing should make sure that everyone is aware of expectations and fully briefed on the safeguarding policy, code of conduct and other guidelines and procedures relevant to the event (e.g., reporting and responding to concerns, guidelines for journalists and media etc).	<input type="checkbox"/>
12.	Consent & Permission forms	Prepare and send consent and permission forms to the participants in advance of the event. If children and young people are involved in the event get consent from parents/carers particularly if they are being asked to perform a specific role in a special event and/or when the event takes place away from home.	<input type="checkbox"/>
13.	Reporting	Arrange for clear and accessible reporting channels at the event and inform participants of what steps to take if they have a concern.	<input type="checkbox"/>



**CHILD & YOUTH
PROTECTION**

Medical form

This information should be completed before the child leaves for overnight trips and/or participates in football activities/events. It should be kept by the accompanying adults in case of an emergency and must be kept confidential.

In some countries, children cannot be given medication by anyone other than a medical professional, in which case this form should not be used to record anything other than contact details and basic information regarding allergies, etc. which can be passed on to the hospital in case of an emergency.

TIP: Clubs/organisations need to check the laws on giving medical treatment in their countries and whether common medications can be given by accompanying adults.

MEDICAL FORM		
Your Name and organisation:	Name of child:	
	Date of birth:	
	Identity number:	
Your contact details:	Does the child have special needs?	
Date:	Medical insurance company and policy no	
Emergency contact:		
Any known allergies (e.g. to food, insect bites, medications):		
Currently on medication. If yes, please state which type and dosage. Please bring prescription (for medication and eyeglasses) and enough medication for the duration of the event, including travel time:		
Any existing conditions, e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, proneness to migraines/fainting/dizziness, depression/anxiety:		
Any previous surgeries and hospitalisations:		
Is there anything else that you think the accompanying adults and the organisers of the event need to know to ensure that your child is safe, protected, well-cared-for and able to participate fully:		



EVENT RISK ASSESSMENT

**CHILD & YOUTH
PROTECTION**

RISK ASSESSMENT FORM

Name of EVENT:	
Assessor's sign off	
Signature	
Print name	
Date	

<i>Area of concern /hazard</i>	<i>Risk level: likelihood of it occurring; life threatening?</i>	<i>Risk to children</i>	<i>Action required / solution</i>	<i>Action by when / whom</i>	<i>Post activity review, (lessons learned)</i>
	L	M	H		
- Has the person with lead responsibility for safeguarding been designated for the event?					
- Has a safeguarding plan been created for the event? a. for smaller events, the club's or NA's safeguarding documents can be used b. for larger events, where more than one club / NA is participating, a specific event safeguarding plan must be agreed for participants.					
- Have you risk assessed the venue(s), facilities, and equipment and is your accreditation covering all zones?					
<input type="checkbox"/> Meeting and drop-off and pick-up points (map) agreed?					
<input type="checkbox"/> Are facilities easily accessible for child wheelchair users or impaired and inclusive gender wise? (Lifts, stairs, toilets, changing rooms, signage)?					



EVENT RISK ASSESSMENT

**CHILD & YOUTH
PROTECTION**

<i>Area of concern /hazard</i>	<i>Risk level: likelihood of it occurring; life threatening?</i>	<i>Risk to children</i>	<i>Action required / solution</i>	<i>Action by when / whom</i>	<i>Post activity review, (lessons learned)</i>
<input type="checkbox"/> Do you know the hotel location and how rooms are distributed?					
<input type="checkbox"/> Do you know the pathway to drop-on, drop-off points?					
<input type="checkbox"/> Is transport safe for children (road, public transport, walks, driver, vehicle)?					
<input type="checkbox"/> Do you know the location and contact of local hospital or medical services?					
- Is all event workforce trained and briefed about event safeguarding procedures?					
- Is all event workforce eligible and background checked?					
- Did you collect contact information of all participants?					
- Do you have a procedure to follow in the event of a young person going missing?					
- Are consent and permission forms signed and collected?					
<input type="checkbox"/> Parental authorisation and agreement to be filmed, photographed, recorded as well as handover arrangements collected?					
<input type="checkbox"/> Participant 's information (contact, ID, ability) + photo (if necessary) collected?					
<input type="checkbox"/> Codes of conduct (behavioural, appearance, attendance, use of alcohol/tobacco) for					



EVENT RISK ASSESMENT

**CHILD & YOUTH
PROTECTION**

<i>Area of concern /hazard</i>	<i>Risk level: likelihood of it occurring; life threatening?</i>	<i>Risk to children</i>	<i>Action required / solution</i>	<i>Action by when / whom</i>	<i>Post activity review, (lessons learned)</i>
parents or carers, children and event workforce signed?					
<input type="checkbox"/> Emergency contact details and participant's medical and insurance information collected?					
- Sufficient supervision levels (supervisor-to-child ratio)?					
- Is accreditation provided for all (workforce event, children) with photo so that staff can be easily identified?					
- Are healthy meals and is sufficient water supply (lunch/snack bags) organised?					
- Do parents have all the necessary information (timings, contact, equipment, weather, drop-on and drop off points)?					
- Is the use of mobile phones and re-charging clarified, including access to WIFI?					
- Is there a complaint channel for children?					

Level of concern	Area of concern	Risk to safeguarding children	Hazard	Action by	Action /Mitigation
Low	Safeguarding policy and procedures	<ul style="list-style-type: none"> No mandated lead safeguarding person appointed for the event 			<ul style="list-style-type: none"> A must requirement in toolkit Briefing sessions (or training) before the of event
		<p>No information of event safeguarding guidelines, contacts, and/or codes of conduct for participants, parents, staff, and volunteers:</p> <ul style="list-style-type: none"> Lack of awareness of risk of harm <ul style="list-style-type: none"> Lack of clarity on roles Recruitment of inappropriate people Unqualified or untrained people in role Lack of knowledge of organisational and reporting procedures 	<ul style="list-style-type: none"> Concerns of abuse or harm not reported – not clear who young person, volunteer or staff should talk to or report to Parents/carers/volunteers/ staff lack necessary information how to behave, their safeguarding responsibilities, including the duty to report concerns, to whom and how they should be reported 	SES Events LOC	<ul style="list-style-type: none"> Safeguarding presentation to representative teams, internal event staff and to parents of players (youth tournaments) Safeguarding presentation to internal event staff and to stakeholders organising the ball kids, escort kids and ceremonies (UEFA owned Finals) 11 actions child and youth protection
		<p>No safeguarding event plan:</p> <ul style="list-style-type: none"> Lack of awareness of risk of harm <ul style="list-style-type: none"> Lack of clarity on roles Recruitment of inappropriate people Unqualified or untrained people in role Lack of knowledge of organisational and reporting procedures 	<ul style="list-style-type: none"> The Organiser and the volunteers, staff are not informed and/or trained and not aware of their responsibility to safeguarding. 		<ul style="list-style-type: none"> Competition-specific safeguarding guidelines Pre-event risk assessment
High	Sexual abuse (contact and noncontact)	Sexual relation or threat, intimidation, or coercion. Rape, inappropriate touching. Intimate care, making or exposing a child to pornography or sexually explicit materials. Showing a child private part or asking to see a child's private parts. Sexting. Using sexually inappropriate language.	<ul style="list-style-type: none"> Mental health issues (PTSD), anxiety and depression Challenging behaviour-such as substance misuse, sexualised behaviour, offending Relationship problems Being vulnerable to further sexual abuse or other types of abuse 	VOLT STAFF COACH PEERS	<ul style="list-style-type: none"> Supervision info sheet Code of conduct for adults working with children Report and referral form Safeguarding training /briefing

		Kissing against will. Sexist jokes/remarks. Sharing accommodation with adults			
	Emotional abuse	<p>Forcing a child to participate (manipulate) or excluding (reject)</p> <p>Giving a child a nickname based on their play (bullying)</p> <p>Threatening violence, deliberately frightening a child, punishing a child for not playing well or for losing (terrorising)</p> <p>Criticising, or ridiculing (bullying)</p>	<ul style="list-style-type: none"> · Have trouble understanding the emotions they are feeling · Find it challenging to keep their moods and emotions under control · Low self-confidence and self-esteem · Mental health issues (PTSD), anxiety and depression, suicidal thoughts · Challenging behaviour such as not participating in activities, antisocial, not engaging, stealing, bullying, going missing. 	VOLT STAFF COACH PEERS	<ul style="list-style-type: none"> · Code of conduct for adults working with children · Report and referral form · Safeguarding training / briefing
	Conduct (violence)	<ul style="list-style-type: none"> · Throwing equipment, pushing, or shoving, hitting with an object, violence against and among children · Excessive exercise, slapping, forced to the ground/knocked down 	<ul style="list-style-type: none"> · Non-accidental injury 	VOLT STAFF COACH PEERS	<ul style="list-style-type: none"> · Code of conduct for adults working with children · Code of conduct for children · Code of conduct for parents · Code of conduct for coaches
	Privacy	<ul style="list-style-type: none"> · Children sharing facilities with adults, e.g., Dressing room, showers etc. 	<ul style="list-style-type: none"> · Increased vulnerability (nudity, undressing, joking, remarks, touching) 	SES Events LOC	<ul style="list-style-type: none"> · Privacy and safe use of dressing rooms info sheet
Medium	Photography/ Social media / Media	<ul style="list-style-type: none"> · Photography, filming or recording in prohibited areas · Inappropriate use of social media (images, bullying...) · Media, peers, or other violating boundaries taking naked or sexual implicit images. 	<ul style="list-style-type: none"> · Mental health issues (PTSD), anxiety and depression · Challenging behaviour-such as substance misuse, sexualised behaviour, offending · Relationship problems · Being vulnerable to further sexual abuse or other types of abuse 	VOLT STAFF COACH PEERS MEDIA	<ul style="list-style-type: none"> · Media and online info sheet · Code of conduct for adults · Code of conduct for children · Codes of conduct for coaches · Code of conduct for parents
Medium	Player safety	<ul style="list-style-type: none"> · Keeping the child on the field playing despite an injury · No appropriate footwear and kit 	<ul style="list-style-type: none"> · Accidents which can cause injury, illness 	COACH MEDICAL	<ul style="list-style-type: none"> · Code of conduct for coaches · Kits are provided for by clubs and organisers

Medium	Recruitment	<ul style="list-style-type: none"> Unscreened and untrained staff and volunteers at short notice 	<ul style="list-style-type: none"> Children exposed to harm that may happen 	SES Events LOC	<ul style="list-style-type: none"> Safer recruitment info sheet Training
Medium	Registration / Consent	<ul style="list-style-type: none"> Parental consent not collected Contact details, photos and medical information for participants not collected 	<ul style="list-style-type: none"> Responsibility for care of children (start/end) 	EVENTS LOC	<ul style="list-style-type: none"> Parental consent form
Medium	Arrival and leaving the venue	<ul style="list-style-type: none"> No agreed drop-off and pick-up points <ul style="list-style-type: none"> Changing schedules 	<ul style="list-style-type: none"> Parent / carer unable to safely drop-off or pick-up child Child separated from family 	EVENTS VOLT STAFF	<ul style="list-style-type: none"> Supervision info sheet
Low	Supervision	<ul style="list-style-type: none"> Inappropriately leaving the child alone, with no care Unauthorised exit from children's areas (child) <ul style="list-style-type: none"> Unaware where a child is 	<ul style="list-style-type: none"> Accidents which can cause injury, illness, disfigurement, disability or even death Missing or found children 	VOLT STAFF	<ul style="list-style-type: none"> Supervision info sheet Missing children and young people info sheet Parental consent form
Low	Conduct (neglect)	<ul style="list-style-type: none"> Generally ignoring the child and inadequate support of basic needs (nutrition, shelter, access to medical services and education) 	<ul style="list-style-type: none"> Malnourishment, Depression, PTSD, Dissociative disorders, memory impairments, panic disorder, attention, and hyperactivity disorder (ADHD) Behaviour challenges (running away, breaking the law, substance abuse, unhealthy and/or abusive relationships) 	COACH VOLT STAFF Medical	<ul style="list-style-type: none"> Code of conduct for adults Code of conduct for children Codes of conduct for coaches Code of conduct for parents
Low	Conduct (discrimination)	<ul style="list-style-type: none"> Various forms of discrimination based on age, identity, gender, ability, race/ethnicity, sexual orientation, religion, birth status, political/cultural affiliation as event participant (e.g., ball kids, escort kids, ceremonies...) 	<ul style="list-style-type: none"> Have trouble understanding the emotions they are feeling Find it challenging to keep their moods and emotions under control Low self-confidence and self-esteem Mental health issues (PTSD), anxiety and depression, suicidal thoughts Challenging behaviour such as not participating in activities, antisocial, 	COACH VOLT STAFF SES EVENTS LOC	<ul style="list-style-type: none"> Code of conduct for adults working with children Report and referral form Training

			not engaging, stealing, bullying, going missing.		
Low	Weather conditions	<ul style="list-style-type: none"> High temperate: Insufficient water, even in toilets, no shade Heavy rain 	<ul style="list-style-type: none"> Heat Exhaustion, cramps, syncope, stroke Risk of injury on wet grounds 	EVENTS LOC MEDICAL	<ul style="list-style-type: none"> Safety and Security regulations Medical regulations
Low	Noise	<ul style="list-style-type: none"> Too high volume for young children – autists and highly sensitive person 	<ul style="list-style-type: none"> Fear, oversensitive 	SES EVENTS	<ul style="list-style-type: none"> Sensory rooms (at UEFA owned competitions)
Low	Hygiene	<ul style="list-style-type: none"> No proper toilet, washing and hand drying facilities 	<ul style="list-style-type: none"> Health hazard, illness 	EVENTS LOC MEDICAL	<ul style="list-style-type: none"> Stadium regulations Medical regulations
Low	Children with special needs	<ul style="list-style-type: none"> No accessible and private toilets for wheelchair users or others with impairments No privacy when carers need to assist with a young person’s personal care in a public changing area No understanding of increased vulnerability and added needs 	<ul style="list-style-type: none"> No understanding and no means to express any concerns, including poor practice and bullying. Isolation Impaired capacity to resist, avoid or understand abuse Vulnerable to bullying 	SES EVENTS COACH VOLT STAFF	<ul style="list-style-type: none"> Training



**CHILD & YOUTH
PROTECTION**

Medical form

Permission to administer common drugs

Please indicate below if you give your consent to your child being administered common drugs such as Advil, Tylenol, and aspirin etc. for common ailments such as headaches and stomach aches. For more serious illnesses, your child will be taken to a qualified doctor.

- I/We give my/our consent for my/our child to take common drugs such as Advil, Tylenol, aspirin, etc. if needed for common ailments.
- I/We DO NOT give my/our consent for my/our child to take any common drugs for any common ailments.

Permission to make decisions concerning emergency medical treatment

We authorise the accompanying adults from the time our child leaves our care until they return to our care to make decisions concerning any emergency medical treatment for our child that may be required during this event until such time as we can be contacted.

Date: _____

Name of parent/legal guardian

Last and first name	Signature	Date of birth
1.		
2.		



**CHILD & YOUTH
PROTECTION**

Parental/carer's consent form

The [NAME OF ORGANISER] is organising [NAME OF EVENT] on [DATE] [TIME] in [VENUE] and your child has been invited to take part. To take part, as your child is a minor, we will need your consent, as well as some important information to ensure that your child can take part safely and their welfare can be protected. All information will be kept confidential and shared only with adults who need the information to ensure that your child is properly cared for.

One or several adults will be accompanying your child from the time they leave your care until they return to your care, and they will take responsibility for your child's safety and welfare while they are away. Your child is also expected to follow an agreed behaviour code to ensure they stay safe. If they do not, you may be contacted, and your child asked to leave.

We (parent/guardian) give our consent for our child to take part in [INSERT NAME OF EVENT] on [DATE] in [Venue].

As the parent/guardian of the above-named Participant, who is a minor under the laws of their country of residence and who is participating in activities related to (the "Event"), I acknowledge and agree that the following terms and conditions shall apply to the Participant and their participation in activities related to the Event and that I agree to these terms and conditions on behalf of the Participant:

1. I agree to my participation being photographed, filmed and recorded in any audio, visual and/or electronic form of coverage and that such recordings may be used and/or exploited in whole or in part by [insert name of organiser] (and its licensees and/or assignees) for whatever purpose by any and all means via any and all current and/or future media throughout the world in perpetuity and without restriction.
2. I shall not seek compensation of any kind from [insert name of organiser] (and its licensees and/or assignees) in connection my participation, my involvement in the match(es) and/or the exploitation of any of rights and/or the products of my services in connection with my participation via any media throughout the world.
3. I agree that my participation is at my own risk and that I shall hold UEFA harmless from and against all liability, claims, damages, costs, and expenses (including legal expenses) arising from or in connection with my participation.
4. I acknowledge and agree that my personal data will be collected and processed by UEFA, including its subsidiaries and any third party appointed by [name of organiser] to assist in the organisation of the match(es) of the [insert name of the event] for the purpose of my participation on the basis that such processing is necessary for granting access to the stadium/venue at which the match/competition takes place.
5. I have noted that it is strictly forbidden at any time (whether before, during or after the Event and/or any match) to collect, record, use and/or transmit any sound, image and/or description of the Event stadiums and/or any of the Event venues and/or the matches (including any results, statistics, information and/or other data of the match(es)) for any commercial purpose.



**CHILD & YOUTH
PROTECTION**

Parental/carer's consent form

6. I will comply with all guidelines and conditions relating to safety, security and sanitary measures at the Event and the match(es), including without limitation all instructions of stewards, safety personnel and/or any other duly authorised persons.

I certify that I am the parent/guardian of the Participant and I have the authority to enter into this agreement on the Participant's behalf, and I agree to be bound by the terms and conditions hereof.

Contact details

NAME	MOBILE	PARENT / GUARDIAN
1.		
2.		
NAME	MOBILE	CHILD / PARTICIPANT

SIGNED BY:

Signature of the Parent/Legal Guardian of the Participant

Name (parent)

Name (Legal Guardian)

Date



Accommodation and transportation

Travelling to events, away games or tournaments should be both safe and fun for children. Parents and carers will often worry when their children are away, but careful planning and preparation should help to ease those worries and demonstrate that you have considered the various needs of their children and the potential dangers of their participation.

Parents must always give consent for their children to take part. Basic medical and emergency contact information should also be obtained prior to the trip. You can find ample consent and medical forms in *annex 4*. Depending on the location, it may be against the law for anyone other than a doctor or health professional to administer medications. Clubs/organisations need to determine what rules apply to their location.

Accommodation

The team will always take responsibility for their participants whilst at the accommodation where they should be looking to undertake the following to manage the participants:

- At least two adults should always be present when working with children to avoid children going missing or being left in dangerous situations.
- Setting behavioural expectations for the stay.
- Curfews on when the participants are expected to be in their rooms and asleep.
- When and where team activities will take place.
- Identify appropriate times for downtime, where this should take place and where the staff will be should they need them (*ideally selecting and staying in one location*);
- Informing the participants which rooms the staff members will be staying should they have any concerns during the night.
- Where possible, teams will be shown the relevant areas in the accommodation applicable and not applicable to them upon their arrival to ensure familiarity with the facilities, including should there be a fire alarm and evacuation, where the emergency meeting point is. Facilities covered should include, toilets, eating areas, recreational areas, and meeting areas.
- Participants should not be sharing rooms or showering/changing facilities with adults/staff members or sharing accommodation with the opposite gender.
- Staff should be staying close by to the participants should there be an emergency or accident.
- Best practice advises that a participant should not be staying on their own in a room and should always be sharing rooms as pairs as a minimum which may mean that triple rooms should be used where there is an odd number.
- Where there may be a player on their own due to injury, illness, or unforeseen circumstances, that player should be moved to another room so that they are not left on their own. If this is not feasible, the team must identify a responsible adult to regularly check on the player and inform the player of the nearest staff member should they have any issues. It may be worth informing the hotel itself of the situation as they may be able to find a solution or support the situation.



**CHILD & YOUTH
PROTECTION**

Accommodation and transportation

- Exclusive access to the accommodation will be negotiated. If this is not achieved, the teams will be allocated a floor or if they must be spread out, a member of staff will be available on each floor.

Transportation

Local transportation will be arranged by the host association via coach/bus/train/car/etc. The tournament organisers sourcing the coach company will

- ensure that the company they are using are reputable,
- have the correct insurance to cater for such trips and
- ensure their drivers are fully vetted with standards expected.
- Information on the companies used will be held with the Transport Manager so that if any concern is raised, it can be reported to the Transport Manager and communication can open with the company to manage such concerns.

No personal cars (e.g. event staff personal cars) should be used to transport child participants during the football activity, unless the parents of the participant have organised otherwise.

The responsibility of supervision during any transportation will lie with the staff of the relevant international team who will be required to:

- Keep account of the total amount of individuals travelling in their team.
- If a child can travel to and from activities alone, written permission for them to do so must be given by the parent or legal guardian.
- Make sure that all individuals get onto the coach prior to leaving to the destination.
- Make sure that all individuals get off the coach at the destination.
- Ensure that all individuals, whilst travelling, are wearing seatbelts.
- Make sure that no individuals stand up/walk around the coach whilst it is in transit.
- Maintain discipline throughout transportation, making sure the participants are aware of the expectations required from them.
- If there is an accident or breakdown, ensure the participants are always accounted for and supervised appropriately.
- Ensure the safety of the group when required to cross roads.
- Ensure the team are travelling in team kit so that they are easily identifiable and won't get 'lost in the crowd' in busy locations.
- Implement a 'buddy system' to ensure that no participant wanders off and give each participant some responsibility for know the whereabouts of their teammate.



**CHILD & YOUTH
PROTECTION**

Accommodation and transportation

Individual transport

There are times when cars, which have been organised for the tournament, may be used for business and/or emergency related transport. In these instances, a young player or young players must not be on their own and must be supervised by a team representative (usually the team doctor/physio).

Where a car is required, the team must contact the Transport Manager and follow the guidance on requesting vehicles.

Overall, if there are any issues or emergencies with transportation throughout the duration of the tournament, these issues/concerns can be reported directly to the Transport Officer and/or the Transport Manager. They will be able to advise to resolve issues, act or make alternative arrangements if needs be (only in emergencies).

How many supervisors by age?

Age	Number of children	Number of supervisors
13-18	10	1
9-12	8	1
5-8	6	1
< 4	3	1



**CHILD & YOUTH
PROTECTION**

Privacy and safe use of dressing rooms

The dressing rooms should be seen as an area where children are particularly vulnerable (nudity, undressing, jokes/remarks, touching). This goes also for children participants in youth programmes and ceremonies.

In general

- Check what facilities are available, and whether these are for the sole use of children or shared with the general public and adults.
- Where facilities are used by both adults and children at the same time, there should be access to separate changing, showering and toilet areas. If not, additional supervision will be required, or children should be asked to change before arriving.

In situations where children must share facilities with adults, risks may be reduced by:

- Negotiating a separate space or times for children only;
 - Organising a 'team area' where members of the team change together;
 - Asking children to change at home
- For mixed-sex activities, separate facilities must be available for boys and girls.

Access

- Restrict individual access to the dressing rooms.
- Allow access for who is authorised.
- If it is required that an individual access the changing rooms, it should be done so under supervision and, if possible, when the dressing rooms are not in use.
- Staff should not be left on their own with children in the dressing rooms.
- Parents should be discouraged from entering changing facilities unless absolutely necessary. In such circumstances, only a parent of the same sex as the children may enter the changing facilities and he/she should inform the coach in advance. At least one member of the coaching staff of the same sex as the children must accompany the parent.

Showering/Undressing

- If any child or young person is uncomfortable with getting changed or showered, no pressure should be placed on them to do so and consideration made that they arrive or travel home in their kit. Speaking with the parents/guardians in this situation would be advisable.
- Adults should avoid changing or showering at the same time as children.
- Best practice would be to wait for the children and young people to finish changing and be fully dressed before undertaking any team talk or other activity.

Use of mobile phones/cameras

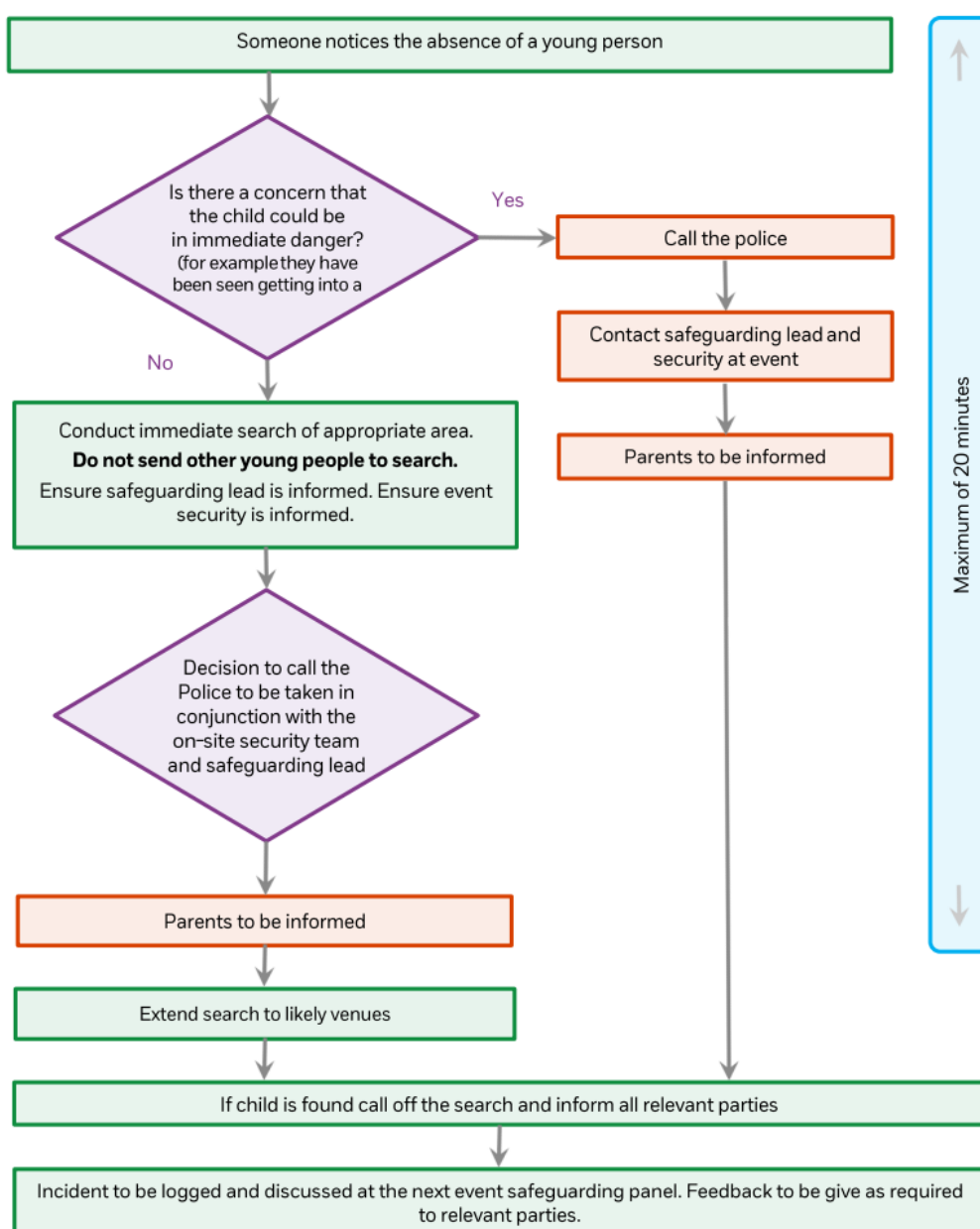
- The use of mobile phones or equipment with video recording capabilities by volunteers and staff should not be allowed in changing facilities. Children should be discouraged from using phones, as banning their use may be counterproductive, although this can be agreed under behaviour codes. If children are allowed to use phones, they should be given information regarding safe and acceptable usage.
- Subject to the teams' prior agreement, one camera of the host broadcaster may enter the dressing room to film the players' shirts and equipment. This filming must be completed well before the arrival of the players, at least two hours before kick-off.
- In particular, supervisors should be conscious of any form of bullying or the use of mobile phones by children to take pictures. If either occur, children should be spoken to and the incident reported to the coach or child safeguarding focal point, as it may indicate a need for improved awareness-raising. Parents may supervise their own children or, with the agreement of the club/organisation, other children. When supervising other children, it is important to make sure they have signed and understand the general code of conduct for all staff and volunteers.

Sample procedure and flow chart for missing children and young people at events

Procedure

If a participant goes missing, the procedure below (thecpsu.org.uk) should be followed. A description of the child and or photo should be circulated to those involved in searching. Ensure that all other children continue to be supervised properly while a search for the child concerned is carried out.

Flowchart



Media, photography, filming – online protection and safety

Photographs, films, video clips and social media are a great way to publicise football activities and programmes. They can be used to celebrate achievements, promote activities and keep people updated. Footage might also be recorded for performance development and analysis.

Risk for adults	Risks for children
Communication with children may be misinterpreted, leading to <ul style="list-style-type: none"> • Potential investigation • Potential disciplinary action 	Inappropriate access to, use or sharing of personal details, e.g. names, email addresses or phone numbers · Unwanted contact with adults with wrongful or questionable intent <ul style="list-style-type: none"> • Being sent offensive or otherwise inappropriate material • Online bullying • Grooming for sexual abuse

General principles for adults working with children at an event

- Think carefully about connections made online. Once someone is connected, sends a message or adds someone as a friend or follower, they can see everything posted unless care is taken with privacy settings. To be on the safe side, nothing should be posted on social media without permission. This includes direct messaging with children and posting comments on social media sites that could compromise the well-being of a child, cause him/her harm, or bring the association/club into disrepute.
- Coaches and volunteers should not be online 'friends' with children in their teams using their personal social media. Group texts or messages that include parents or through a club/organisation webpage or chat facility should be used rather than personal pages such as Facebook. This keeps information safe and transparent. Everyone can see what is being said, and it is less likely that intentions will be misunderstood
- Messages, images or videos that are abusive, discriminatory or sexually explicit should never be posted online.
- All communication should be through parents or guardians where possible and unless agreed otherwise.
- If abusive, discriminatory or sexually explicit messages or posts are received, they should be reported to the child and youth protection officer. Anyone behaving in a way that could reasonably be viewed as inappropriate, in relation to the filming or photographing of children or the use of social media, should be reported.
- Any such materials received should NOT be sent to the CYPO as this can be considered an offence under international law. Instead, the CYPO should be alerted that such materials have been received.

Media, photography, filming – online protection and safety

- In many cases, the best response is no response, as engaging in replies can escalate the situation. Do not delete messages or other materials until the CYPOt has been informed as they may be needed for evidence.
- It can be difficult to monitor and control the coverage that the mainstream media give to football. This is especially the case when they are not invited by clubs/organisations. However, when the media are invited, some guidance can be provided on how they can help safeguard children.

Access to children for media, photography, filming - online protection, and safety

At different opportunities, media will have access to speak with players from each team. The player should not be forced to speak to media if they do not wish to do so and they should not be left on their own or unsupervised during the interview. The UEFA Media Operations and Services have issued a media code of conduct and sanctions may be imposed by UEFA directly at the time of the misconduct or retrospectively.

Staff and volunteers must

- Issue and verify media accreditation, which must be always worn
- Ensure parental consent for the taking and use of their photos/videos, recordings, and to giving interviews and identify any child who have not given permission to the media in advance
- Not allow any photographer or journalist unsupervised access to children or young people, or to conduct one-to-one photo sessions at events.
- Ask media not to publish the children's name and/or contacts.

When assessing the potential risks in the use of images of U18 participant, the most important factor is the potential of inappropriate use of images of children. The following factors should be considered:

- The safety and welfare of children and young people taking part are paramount.
- Images should convey the best principles and aspects of football, such as fairness and fun, and focus on the action not the individual.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- Images should only be taken by authorised persons, as agreed in the protocol for the event.
- Images should not be taken in any changing areas or areas deemed private.
- No unsupervised access to U18's should be granted unless it has been explicitly agreed with the child and their parents/guardians.
- Private information, such as addresses and names should not be published.

Media, photography, filming – online protection and safety

For all adults working with children – do's and don'ts for protecting children online

Technology advances extremely quickly meaning that the ways we communicate or celebrate through football can change rapidly and provide a range of risks when it comes to children and young people.

- Wherever a child can access the internet, filters and blocking software shall be installed to ensure that unsuitable, including offensive, material cannot be accessed (hotel or club IT security)
- When promoting the event through social media, all participants need to consider the following:

Do's

- Focus on the activity rather than the individual.
- Think carefully if the post is appropriate before sharing and about the impact on others of upsetting comments or inappropriate content you may share online.
- Utilise your mobile phone during appropriate times (e.g. not in the changing rooms);
- Listen to the rights and wishes of children and young people.
- Look at your privacy settings so that they are appropriate to what you are posting.
- Challenge anyone who appears to be utilising their mobile phone/social media inappropriately.

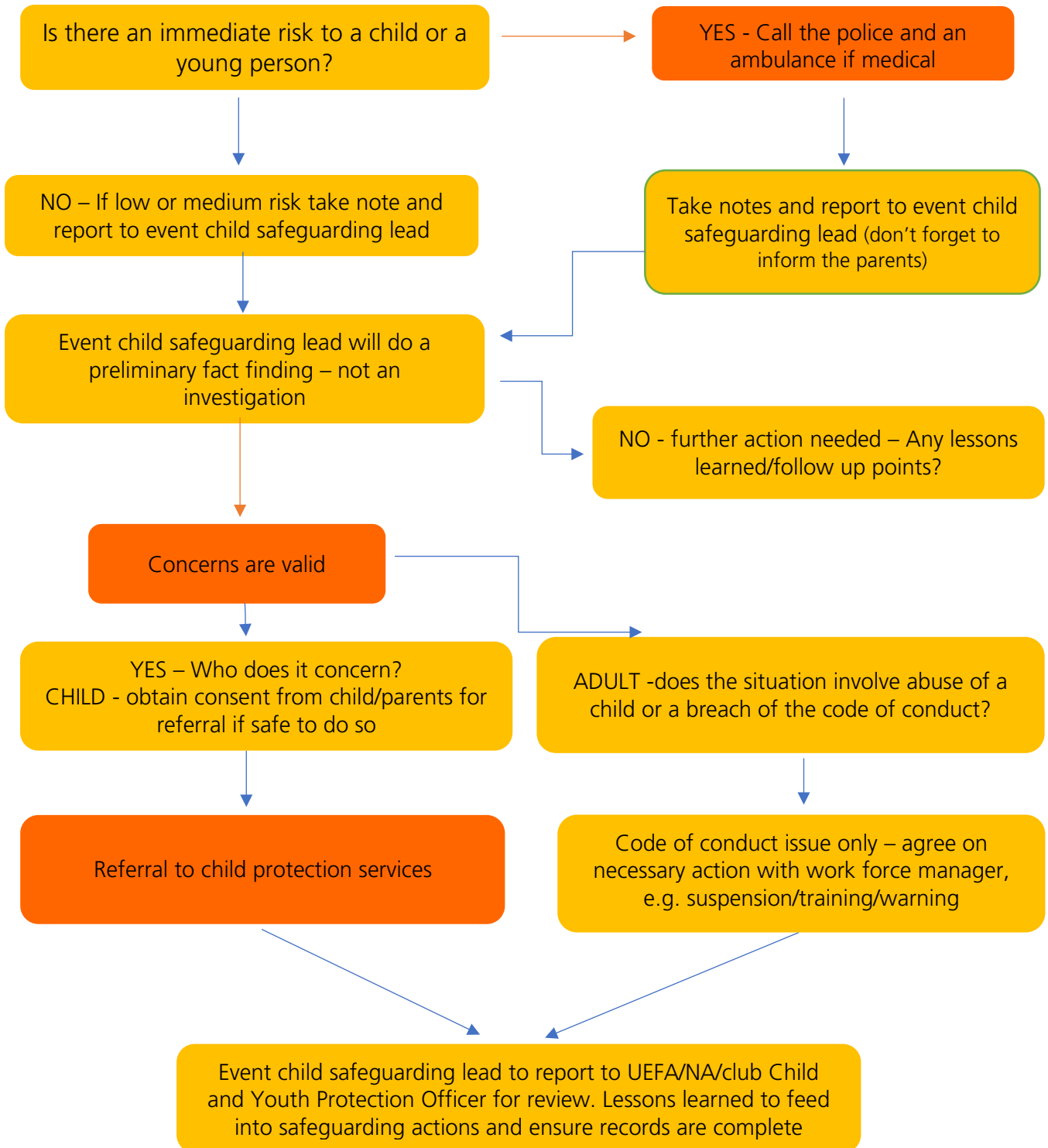
Don'ts

- Post defamatory comments or posts.
- Post images with large amounts of personal data.
- Use foul or derogatory language.
- Take images in areas of personal privacy at the event.
- If a team representative, use your mobile phone during the matches at the event.
- Tag children and young people into images or posts.
- Live stream the games without explicit consent from UEFA.



REFERRAL FLOWCHART

Concern about a child or suspicion about the behaviour of an adult





Report form

CHILD & YOUTH PROTECTION

UEFA commits to provide a safe and empowering environment for all children and youth to play football. If you have any concerns regarding a child's welfare or the behaviour of an adult, then please complete the form and send to the Event safeguarding lead at your earliest opportunity; alternatively please send to childsafeguarding@uefa.ch.

Remember: It is not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you have.

REPORTING FORM – CHILD SAFEGUARDING CONCERNS					
Your Name and venue and role		Name of affected child by allegation:			
		Child's age	Does the child have special needs?		
Your contact details:		Parent's/carers name and contact details of affected child (if known):			
Date:		Name of the event/match/tournament of child affected by allegation:			
		Name of the accused individual & club or team associated with:			
What happened/reason for concern (any visible injuries)?					
Circle to indicate natures of concern:					
Neglect	Physical	Sexual	Emotional	Bullying	Other
Please add details to the nature of the concern (add additional sheets if necessary):					
Level of risk:					
Immediate	Low	Medium	High		
Who else knows about the incident/concern? Were there any witnesses or was anyone else involved – if yes, give contact details					
What support has been given or action taken so far?					
If this report is about a child active in the event, has it been discussed with the child and parents? If yes, what are their views? If not, why not?					



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