

UEFA

CHILD AND YOUTH PROTECTION TOOLKIT

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**FOREWORD**

Football should be a safe and welcoming place for everyone. More than any other group, children and young people are vulnerable and must be protected so that they can benefit from the game to the fullest. This is why UEFA continues to invest in child and youth protection efforts and resources, as part of its Football Sustainability Strategy 2030.

UEFA is developing concrete and accessible tools and guidelines that will empower everyone involved in football to be aware and play their part in creating a safe environment that is for all. This work is based on international standards and conventions such as the United Nations Convention on the Rights of the Child and feeds into UEFA's FootbALL programme and the UN Football for the Goals initiative, which provides a platform for the global football community to engage with and advocate for the UN Sustainable Development Goals (SDGs).

An integral part of our effort to protect young players and participants is the appointment of dedicated, trained officers in each of the 55 UEFA member associations and their clubs. These officers play an important role in supporting their organisations' commitment to preventing and responding to all forms of harm, guaranteeing clear responsibilities and a collaborative approach to policies, procedures and activities across the game.

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While these officers are vital, we all need to play a part in this journey. It is not only those whose roles require direct interaction with children and young adults who need to be aware and take measures to protect them. Each and every person involved in football has a responsibility to be informed about, support and be active in safeguarding. This will also reassure parents that football is a positive environment and increase the trust invested in those working and caring for their children.

With this in mind, UEFA's [FootbALL](#) programme showcases social sustainability and health in football and encourages collaborative action for increased inclusion across the game. Through three pillars – the campaign, the platform and the activation – FootbALL advocates for everyone to feel welcome, respected and valued.

We invite everyone to tap into the wealth of resources, experiences and expertise the football community has to offer to foster a secure and empowering space for children and young people especially. By working together, we can ensure that football remains a beacon of hope, unity and positive development for future generations.

Michele Uva

UEFA SOCIAL & ENVIRONMENTAL SUSTAINABILITY DIRECTOR

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This toolkit provides stakeholders with both recommendations and practical tools to reinforce the importance of safeguarding and protecting children and young people in football.

Since its launch, originally in 2020 as the UEFA Child and Youth Safeguarding Toolkit, the content and documents have been leveraged as key resources in UEFA’s efforts to keep children and young people safe in football.

This updated version – renamed the UEFA Child and Youth Protection Toolkit – reflects recent societal developments and has been aligned with the structures and policies of UEFA’s Football Sustainability Strategy 2030, [Strength through Unity](#), launched in December 2021.



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Recognising that children are the most vulnerable participants in football activities, UEFA's 2030 ambition is to provide a safe and empowering environment for all children to treasure the football experience, aligning with the broader UN Sustainable Development Goals.

Containing a wide array of materials – ranging from **guidance on communication and developing safeguarding policies to templates for data collection** – the toolkit is an open document that will be periodically enriched with new updated content. It has been restructured to ensure information is as clear and accessible as possible: everyone can access and use the resources within it, enabling national associations, leagues and clubs to play an active role in ensuring a shielded and supportive space for all children and young people.

Children and young people can fully benefit from the game when they are protected against abuse and exploitation. Taking part in the diverse activities within the football ecosystem should be a positive experience for children, whether as players, ball kids or player mascots or in other roles during special events.

Furthermore, we integrate this work with other UEFA social policies and initiatives. For example, the Take Care programme is tailored for key influential figures such as parents or caregivers, teachers, coaches and staff to encourage healthier lifestyles and more positive habits for the benefit of children and young people.

By ensuring the safety and well-being of children and young people, we promote not only their current engagement, but also the future and the credibility of the game.

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WHAT

IS THE UEFA CHILD AND YOUTH PROTECTION TOOLKIT?

A living document that provides a step-by-step guide to developing, implementing and monitoring child and youth protection within a sports organisation.

1

A clear and consistent approach to child and youth protection in football

2

A deeper awareness on safeguarding

3

A guidance on developing policies and procedures to protect children

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WHY

HAS THE TOOLKIT BEEN DEVELOPED?

To fulfil UEFA's mission of inspiring and mobilising collective efforts to ensure football is secure and fun for all children, and to support everyone who shares this responsibility.

UEFA's child safeguarding policy, [Keeping children safe in European football](#), defines safeguarding as the responsibility of organisations to ensure that football is a safe and enjoyable experience for all children and that they are kept safe from harm (including abuse) when involved in football, in all capacities and at all levels.

As the governing body of a diverse European football landscape composed of national associations, leagues and clubs that differ in their economic power, internal organisation, management, mentality, culture, environment and fan base, **UEFA is committed to finding a common language among all stakeholders.**

The shared goal must be providing an uplifting experience for all children involved in all forms of the game, wherever they are and whatever their age, gender, sexual orientation, ethnicity, social background, religion or level of ability or disability.

By continuously monitoring developments in society and football, this toolkit will evolve to provide relevant and up-to-date guidance.

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WHO HAS THE TOOLKIT BEEN CREATED FOR?

A vital resource for national associations, leagues, clubs and all individuals who have a direct or indirect responsibility for children.

UEFA strives to “support dedicated practitioners across Europe in developing child and youth protection policies”. This toolkit has been created to help and guide stakeholders, from sports organisation leaders to coaches, from dedicated officers to volunteers, whose roles are fundamental to children’s engagement and safety in football.

All resources provided by UEFA, through this toolkit or the [safeguarding platform](#), are and will remain open and freely accessible, as **child protection can only be truly effective if everyone in football takes action** and seriously considers the well-being and security of all children and young people.

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Safeguarding and protecting children is a collective responsibility within sports organisations, and each role has specific reasons for being involved:

ROLE	REASON
PRESIDENT	Sets the tone and the organisation’s commitment to safeguarding, fostering a culture of safety and respect.
GENERAL SECRETARY OR CEO	Supports the president in the child and youth protection journey by operationalising their vision and policies, ensuring that the organisation’s commitment is upheld and continuously improved.
TOP MANAGEMENT	Oversees the implementation of policies, allocates resources for training and support and guarantees compliance with legal and ethical standards.
OFFICERS	Enforce rules, procedures and regulations to prevent and respond to any form of harm, raise awareness and advocate for training, involve other staff, children and parents in the safeguarding process, monitor adherence to safeguarding practices during activities and events, handle any reported concerns or incidents and share safeguarding information and updates with all members.
COACHES AND TECHNICAL STAFF	Directly interact with children, making them crucial in recognising signs of abuse, reporting any concerns, promoting safe practices and creating a supportive environment.
MEDICAL STAFF	Provide care while maintaining confidentiality and trust, recognise signs of physical abuse or neglect, and report any concerns to the appropriate authorities.

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ROLE	REASON
NUTRITIONISTS AND CHEFS	Guarantee nutritious meals and ensure a safe eating environment.
EDUCATORS AND EXPERTS	Teach children about their rights and how to stay safe, recognise signs of abuse, report any concerns appropriately and provide support and guidance on different topics.
VOLUNTEERS AND CHAPERONES	Support the activities related to children, adhere to safeguarding policies and act as additional eyes and ears to ensure children’s safety, while helping to create a welcoming environment.
KIT MANAGERS	Interact with children, ensure equipment is safe, recognise signs of distress and help to create a supportive environment.
DRIVERS	Ensure safe transport, recognise signs of distress or abuse, and report concerns appropriately.
FACILITIES STAFF AND CARETAKERS	Make sure the facility is safe, clean and free from hazards and recognise unusual behaviour.
REFEREES	Lead by example and monitor the behaviour of coaches, players and spectators to prevent or respond to any form of abuse or misconduct.

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HOW TO USE THE TOOLKIT

Make use of the materials provided to build a framework for your safeguarding process, tailoring them to fit your context and circumstances.

1

Follow the step-by-step process for developing policies, strategies, actions and monitoring procedures.

2

Customise the templates and forms and refer to the guidance sheets for good practices.

3

Consult the other UEFA resources using the links provided.

Child protection can be successful as part of a **comprehensive approach** that also addresses anti-discrimination, diversity and inclusion, health and well-being. As such, this toolkit should be used alongside the other resources UEFA has developed for the football community on such topics. Beyond the UEFA Safeguarding Platform, the links provided here offer valuable, detailed information to help anyone responsible for children navigate these sensitive issues.

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*The **OUTRAGED** educational project is a UEFA initiative designed to raise awareness and engage the entire football community in constructive dialogue about discrimination.*

*Featuring the voices of players, coaches and leaders in football, the **OUTRAGED** video content can be seen as a starting point for discussion and reflection, with the objective of identifying ways to prevent and eradicate discrimination in football.*

*The six episodes in the **OUTRAGED** series feature insights from football players, coaches, referees, leaders, fans and academics on the topics of disability, homophobia, online abuse, racism, refugee discrimination and sexism. A 25-minute video provides an overview of the main themes, and each module has its own 10 to 15-minute video. All videos are subtitled in 35 European languages.*

*The **OUTRAGED** toolkit provides materials to help national associations, clubs and schools run local educational sessions. It offers suggested agendas, introductions, discussion points and more.*

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*The **ACCESSIBILITY GUIDELINES** focus on integrating accessibility into all aspects of football, including infrastructure, operational processes, workforce training, services and matchday activities.*

First published in 2011, the guidelines have been recently updated to incorporate extensive experience from tournaments, other events and infrastructure projects.

The guidelines help stakeholders – including national associations, leagues and clubs – work proactively to remove barriers that prevent people of all abilities from fully contributing to and being a part of the game.

The guidelines result from a long-standing partnership with AccessiAll and are a key part of UEFA's effort to guarantee barrier-free access for anyone wanting to play, attend events or work in football.

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*The **HEALTH AND WELL-BEING PROGRAMME** is a comprehensive resource that leverages the power of football to promote responsible habits and actions.*

*Providing a variety of tools to support national associations, leagues, clubs, football stakeholders and schools, the **Take Care programme** is aimed at influential figures such as parents or caregivers, teachers, coaches and staff to encourage healthier lifestyles and more positive habits for the benefit of all children and young people.*

Take Care comprises six modules addressing important and interconnected areas of daily life: physical activity, nutrition, mental health, digital addiction, substance awareness and road safety.

*Each module contains a **scientific white paper** produced by an expert in the field, three **posters** suggesting practical ways to implement positive habits, an in-depth and engaging 20-minute **podcast** discussion, a short inspirational **documentary** with personal and impactful stories from football legends and experts, and an **educational session** showing how the tools can be brought to life in real-world settings.*

PRINCIPLES AND DEFINITIONS

This toolkit is based on the following general principles and definitions of abuse, a common understanding of which will enable everyone to play their role and assume our collective responsibility.

PRINCIPLES

A child is anyone under the age of 18, as per the [UN Convention on the Rights of the Child](#).

Organisations should ensure a positive experience for all children involved in all forms of the game, whatever their age, gender, sexual orientation, ethnicity, social background, religion, or level of ability or disability. Everyone must feel welcome, respected and valued in football.

It is the responsibility of organisations to make sure their staff, operations and programmes do not harm children and do not expose them to a risk of harm or abuse.

Organisations should put in place both preventive actions and responsive actions

It is crucial to recognise the different types of abuse and understand their signs to protect children and ensure they receive the support they need.

Organisations should report any concerns about a child's safety within the communities they serve to the appropriate authorities via the [Keeping Children Safe global network](#).

Child and youth protection is a team effort to ensure that the football experience is always positive, engaging, safe, fun and meaningful for children, promoting their fulfilment and their physical and mental health.

All safeguarding and child protection work must be based on local procedures and legislation.

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While the title of the toolkit no longer includes the term 'safeguarding', it should be noted that UEFA uses 'child and youth protection' as an umbrella term encompassing both:

1**Preventive actions (safeguarding) to minimise the chances of harm occurring; and****2****Responsive actions to ensure that, when concerns do arise, they are handled appropriately.**

This approach considers the best interests of the child in every action relating to children and young people involved in football (e.g. training, services, programmes, decisions and general conduct), and to act in accordance with international standards and national legislation when suspected cases of abuse may amount to criminal offences.

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TYPES OF ABUSE

To protect children and all young people in football, everyone must be aware of and know to report the following types of abuse.

Physical abuse

Grooming

Sexual abuse

Emotional, psychological or verbal abuse

Neglect

Bullying

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PHYSICAL ABUSE

Any acts or repeated actions that cause physical injury, illness or pain to a child.

What does it involve?

Physical abuse may involve hitting (with or without an object), pinching, kicking, pushing, throwing, shaking, hair-pulling, scratching, biting, stepping or stamping on a child, or forcing objects into their mouth. It also includes poisoning, burning, scalding and any attempts to drown or suffocate.

Who might do this?

Physical abuse can be inflicted on children by adults, as well as by other children and young people.

EXAMPLES IN FOOTBALL

Slapping a child because they are disturbing the training session

Forcing a child to play with an injury

Encouraging children to play aggressively, without considering the risk of injury to themselves or others.

GROOMING

A series of manipulative behaviours by an adult aimed at building a trusting relationship with a child with the intent to sexually abuse them.

What does it involve?

Grooming often involves gaining the trust of the child and their family, isolating the child and gradually crossing boundaries to normalise inappropriate behaviour.

Who might do this?

Grooming may be carried out by coaches, trainers or any other adult in a position of authority or trust in the sports organisation.

EXAMPLES IN FOOTBALL

A coach giving a particular player extra attention, special treatment or privileges

A staff member frequently finding ways to be alone with a player, for example offering to drive them home after practice or inviting them to spend time together outside of regular training sessions

A staff member engaging in inappropriate physical contact, such as unnecessary touching or hugging, or introducing sexual topics into conversation

A staff member communicating with a player secretly, through texts or social media, and asking them to keep these interactions private

A staff member giving a player gifts or money to create a sense of obligation or dependence

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SEXUAL ABUSE

Any acts of a sexual nature that are forced upon a child.

What does it involve?

Verbal abuse or harassment: Inappropriate comments about a child's body, sexual jokes or suggestive language directed at a child

Non-verbal abuse or harassment: Obscene staring or exposing a child to sexually explicit content, images or gestures

Physical abuse or harassment: Any unwanted sexual contact, including touching of private areas or forcing children into inappropriate situations, such as being exposed to adult sexual behaviour

It is important to recognise that actual or attempted abuse of the vulnerable position of a child for sexual purposes from a position of power or trust is sexual exploitation. This includes promising the child monetary or social gains in return for sexual acts.

Who might do this?

Sexual abuse of a child may be perpetrated by adults or by other children and young people.

Remember!

Children might not always recognise behaviour as abusive or harassing, which is why it is important for adults to provide clear guidance and protective measures.

EXAMPLES IN FOOTBALL

Taking photos or videos of children naked while they are showering or changing clothes	Requiring physical contact with a child under the pretence that it is for their well-being
Showing children sexual materials	Team-mates engaging in initiation rituals or dressing-room behaviour that includes unwanted touching or exposure of private parts
Sending sexually suggestive or explicit messages, photos or videos to a child, especially when there is a power imbalance (e.g. coach-player)	Anyone intentionally exposing themselves to children or engaging in obscene gestures, such as flashing or sexual mimicry
Comments of a sexual nature relating to a child's physical appearance or sex life	Starting a sexual relationship with a player who cannot legally consent
Inappropriate touching of a child, such as hugging, groping or patting them in a sexual manner	Asking for sexual acts as favours in exchange for increased playing time or a better position on the team

It is important to note that all forms of physical and sexual abuse also involve psychological abuse.

EMOTIONAL, PSYCHOLOGICAL OR VERBAL ABUSE

The persistent emotional mistreatment of a child causing severe and long-lasting effects on their emotional development.

What does it involve?

Emotional, psychological or verbal abuse may involve conveying to children that they are worthless and unloved, inadequate or valued only insofar as they meet the needs of another person. Emotional abuse includes behaviours like shaming, insulting and threatening. Psychological abuse involves manipulation, gaslighting and other tactics that make the victim doubt their own sanity. Verbal abuse includes yelling and name-calling.

Who might do this?

Emotional, psychological or verbal abuse of a child may be perpetrated by adults or by other children and young people. Verbal and emotional abuse in sport is harmful, whatever the gender or age of the victim or perpetrator.

EXAMPLES IN FOOTBALL

Shouting at children or repeatedly calling them “losers” for not performing well during a match or for missing a penalty

Repeatedly laughing at a child and encouraging other players to laugh at them

Commenting on a child being unfit

Showing favouritism within the team, causing some children to feel frustrated or excluded, for example by asking players to always pass the ball to the same individuals, or always keeping someone on the bench with no explanation

Openly expressing inappropriate expectations, causing children to feel frightened or in danger

NEGLECT

The persistent failure to meet a child’s basic physical and/or psychological needs – not only in the absence of resources, but also when resources are available – which is likely to result in the serious impairment of their physical or cognitive development.

What does it involve?

Physical neglect: Not providing adequate food, shelter, clothing or supervision

Emotional neglect: Failing to provide emotional support, love and attention

Medical neglect: Not providing necessary medical or mental healthcare

Educational neglect: Not ensuring a child receives an education

Who might do this?

Neglect is perpetrated by adults.

EXAMPLES IN FOOTBALL

Inadequate injury management

Inappropriate training load relative to age and physical development

Inadequate supervision during summer camps or trips

Not recognising the signs of dehydration or the need to rest

Unsafe transport of players to matches

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BULLYING

UNICEF defines bullying as “a form of aggressive behaviour that occurs in an intentional and repeated manner causing another child to feel hurt. Provocation or teasing is not harmful nor injurious if it occurs in a humorous and amicable context and if it is mutually consensual.”

While abuse is typically seen as something that adults do to children, peers can also engage in such harmful behaviour, and this is often called bullying. Bullying differs from aggressive behaviour or isolated incidents in that it involves intentional and repetitive actions designed to make the victim appear or feel inferior or weak. Bullying aims to establish the power and superiority of the perpetrator.

What does it involve?

Bullying can take many forms. It can include physical acts such as hitting, online or cyber bullying through messages, comments or images on social media, damage or theft of property, and name-calling. Bullying may be based for example on someone’s gender, ethnicity, sexual orientation, disability or sporting ability.

Adults sometimes try to minimise bullying, believing it is less serious because it occurs between children. However, bullying causes significant harm and tends to get progressively worse over time. That is why it is important to stop bullying immediately and have a clear zero-tolerance approach, with shared rules.

Who might do this?

Bullying is primarily carried out by other children and young people, but it can also be done by adults.

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EXAMPLES IN FOOTBALL

Peer-on-peer bullying: Team-mates ganging up on an individual, excluding them from activities or making derogatory comments, in the dressing room, on the training ground or during matches

Cyberbullying: Players sending hurtful comments or threats to an individual on social media

Coach-to-player bullying: Coaches calling players names or belittling their abilities, calling them “useless” or “hopeless”

Parental bullying: Parents putting excessive pressure on their children or verbally abusing other players or coaches

Spectator bullying: Fans shouting insults or making derogatory comments towards players, referees or coaches

Recognising the signs and symptoms of abuse is crucial to providing timely help and support, but it is not always easy. Occasionally, abuse is witnessed or disclosed, such as when the child or another child or adult reports it, but often there are only subtle clues that something may be wrong, in which case it is necessary to investigate to better understand the situation.

Refer to the [GUIDANCE](#) for the most common indicators or signs of abuse.

NATIONAL CONTEXT AND LEGISLATION

It is crucial to be aware of and consider local and national legislation on child protection and abuse.

The main goal of this document is to ensure that protection measures and procedures are in place to prevent and manage all forms of abuse of children and young people. While a general framework is provided, it is not within the scope of this toolkit to provide specific guidelines for each UEFA member country.

With this in mind, an interactive map has been created to provide information about the national organisations tackling these issues in each country represented by UEFA member associations. The map also provides contact details for support services for children and young people in countries where the services exist and it will be updated periodically.

Child and youth protection officers are encouraged to engage with local agencies and organisations specialising in child and youth protection. Moreover, football organisations, clubs and leagues are encouraged to ensure that child helpline numbers are made available and are clearly communicated across facilities and activities.

See the map in the section dedicated to the toolkit on the UEFA child and youth protection [website](#).

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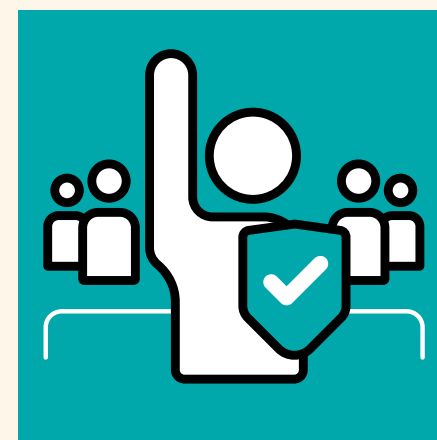
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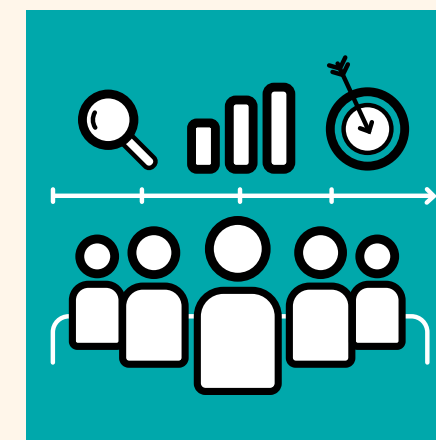
1 COMMIT

Ensure that there is a clear strategic commitment to child and youth protection across the organisation's management, protocols and communication.



2 CREATE OWNERSHIP

Identify a team and a person responsible for ensuring that this commitment is translated into effective policies and concrete activities. This should include the appointment of a child and youth protection officer.



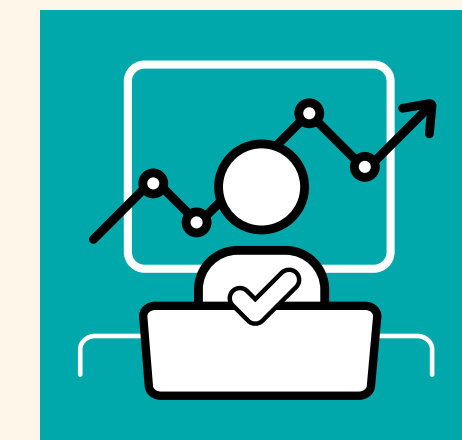
3 DEVELOP STRATEGIC PLAN

Assess current needs and available resources to identify strategic priorities, targets and actions. Use these insights to create a child and youth protection policy, incorporating key performance indicators (KPIs) for monitoring and measuring progress where possible.



4 TAKE ACTION

Follow a clear action plan to implement the policy, working collaboratively with colleagues and stakeholders. Preventive measures are important, but the organisation must also be prepared to respond effectively to any concerns.



5 MONITOR, EVALUATE, REPORT

Regularly monitor, evaluate and report the impact and progress of actions to enhance decision-making, transparency and accountability within the organisation.



1. COMMIT

THE ORGANISATION'S APPROACH TO CHILD AND YOUTH PROTECTION

The organisation can express its commitment to child protection in a declaration stating that it prioritises the **safety and well-being of all its young athletes** and the creation of a **safe, positive and nurturing environment where they can thrive and enjoy the benefits of sport.**

To uphold this commitment, the organisation should pledge to:

implement comprehensive child protection policies, measures and procedures aimed at preventing and responding to all forms of abuse or misconduct;

conduct thorough background checks on all staff and volunteers and provide ongoing training;

establish clear reporting mechanisms;

engage with parents and guardians;

regularly review and improve practices; and

promote a culture of respect and safety.

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CORPORATE SELF-EVALUATION

The child protection process within an organisation should begin with a **corporate self-evaluation**. This will help the organisation reflect on its overall performance, identify strengths and weaknesses, plan for future improvements and allocate resources accordingly.

The self-evaluation should specifically aim to:

ensure that the organisation complies with existing legal and ethical standards for child and youth protection;

review existing policies and procedures, updating them in response to new challenges and standards;

identify potential gaps, barriers and risks to children and young people within the organisation's infrastructure, activities and operations;

identify measures, consistent with the organisation's vision, to eliminate these barriers and prevent and mitigate risks, by means of protocols, guidelines, templates and courses;

highlight the need for better training and awareness among the workforce to ensure responsible and proactive employees and stakeholders;

assess the existence and effectiveness of response and reporting procedures, as well as the support systems in place for addressing concerns or abuse, to ensure they prioritise the well-being of victims;

evaluate communication with stakeholders and their involvement in the process to ensure accountability, transparency and trust within the community;

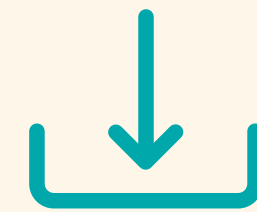
assess the existence and effectiveness of a flexible review and monitoring system that can ensure ongoing child safety;

evaluate opportunities to innovate and improve best practices.

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The self-evaluation process helps to prioritise key actions. They can be planned in phases, taking into account the different contexts in which the organisation operates.

The template provided is intended to serve as an example. Each organisation should adapt it to its own environment and culture. It should also review it periodically to ensure it remains aligned with the organisation’s vision and mission, and to guarantee ongoing child safety.



Click on the form to download it, fill it in and print it

Corporate self-evaluation checklist template

Child and Youth Protection Toolkit

CORPORATE SELF-EVALUATION

Name of organisation:	Note:
Place and date:	
Name and title of one or more people overseeing the self-evaluation	
Name and title (Person 1):	
Name and title (Person 2):	

TOPIC AND ACTIONS	Yes/ done	In part/ partly done	No/ not done	N/A	Comment <small>Info on status or next steps and reasons if not applicable (n/a).</small>
ORGANISATIONAL COMMITMENT					
The organisation has committed to safeguarding (protocols, ethical code, official communications, etc.).					
CHILD & YOUTH PROTECTION OFFICER (CYPO)					
An identified member of the organisation's staff is responsible for leading child and youth protection.					
The CYPO is assigned exclusively to this role.					
The CYPO has safeguarding experience.					
The CYPO is trained in safeguarding.					
All other staff have the CYPO's contact details.					
The CYPO's contact details are available to all children and young people who come into contact with the organisation and they know they can contact the CYPO if they have any concerns.					

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2. CREATE OWNERSHIP

CREATING OWNERSHIP MEANS ENSURING THAT ALL STAKEHOLDERS – INCLUDING THE LOCAL COMMUNITY, STAFF AND VOLUNTEERS – FEEL RESPONSIBLE FOR AND COMMITTED TO SAFEGUARDING CHILDREN.

It is essential that everyone within a sports organisation, whatever their position, actively participates in child safeguarding. Each individual has specific roles and functions in this effort, ensuring the protection and well-being of young athletes and children and young people generally, at every level of the organisational structure.

While sharing this responsibility is one of the basic principles of protection, to ensure that they are effective in their efforts, organisations must **appoint a dedicated child and youth protection officer, establish a working group and equip both with the education, tools and authority they need** to handle child protection issues. Regular monitoring and feedback will help to ensure that all measures and actions remain relevant and effective.

In parallel, sports organisations should **involve children, parents and local community members** in the design and implementation of child and youth protection programmes. This requires clear communication, so that questions and concerns can be raised and addressed promptly. Transparency in processes and decisions fosters trust and a sense of shared responsibility. Involvement can be achieved through workshops, focus groups and creative activities that encourage active participation.

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CHILD AND YOUTH PROTECTION OFFICER

The child and youth protection officer (CYPO) plays a crucial role within their organisation. Their responsibilities include advising, supporting and assisting in the implementation of the child and youth protection policy and of all child protection procedures.

While centralising these tasks is essential to guarantee accountability and consistency, the CYPO should have support from management, cooperation from all other staff and the backing of a dedicated working group.

CYPOs use their expertise to recognise and handle concerns. They are their organisation's primary point of contact for adults and children, providing support and guidance throughout the child protection process.

The role requires certain qualifications, as well as specific skills, experience and training that enable the CYPO to manage complex safeguarding issues correctly and promptly.

Qualifications in social work or social sciences are preferable, together with practical experience in related fields. Further certifications and training are essential to enhance effectiveness in the role.

Skills such as empathy, effective communication and analytical and critical thinking are crucial. Cultural awareness and knowledge of child protection laws are also important. Resilience, collaboration and problem-solving can be particularly valuable, especially in stressful situations.

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The key roles and responsibilities of a CYPO are as follows:

Developing and, implementing a child and youth protection policy

Ensuring that all stakeholders (staff, volunteers, parents, etc.) are familiar with the policy

Creating and maintaining an action plan and producing an annual report

Providing training to staff, volunteers and others working with children

Raising awareness of the shared responsibility to protect children

Conducting risk assessments

Advising and supporting staff, volunteers and partners on child and youth protection policies

Ensuring that football programmes and activities prioritise safeguarding measures

Establishing partnerships with local authorities and organisations specialised in child protection, children's health and well-being, and the relevant laws and regulations

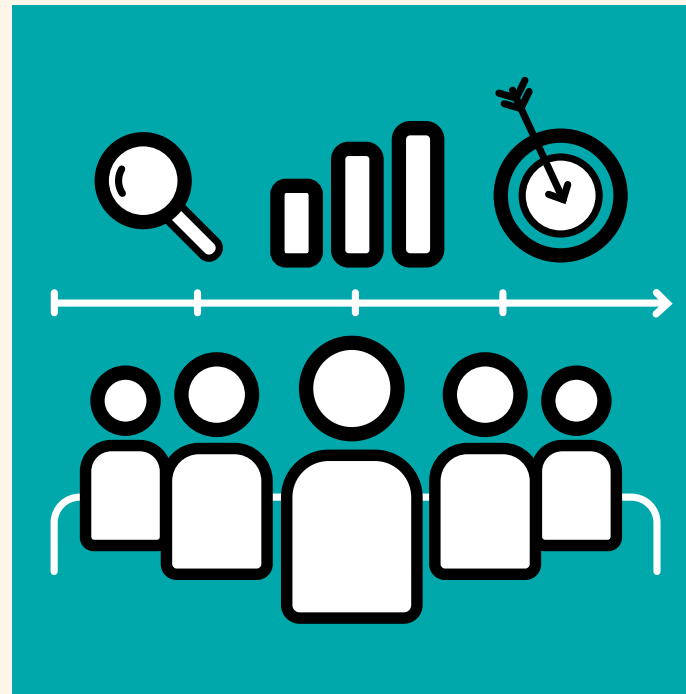
Accessing external advice and information if incidents occur

Ensuring that football activities consistently incorporate child and youth protection measures and that the safety and well-being of children and young people are prioritised in all events

Acting as the primary contact for incidents of suspected child abuse and escalating concerns as needed

Maintaining accurate records of incidents – these are essential for effectively monitoring and addressing safety concerns

Receiving, responding to and handling any child and youth protection issues that arise during or after events – prompt action is crucial to ensure safety



3. DEVELOP STRATEGIC PLAN

A STRATEGIC PLAN OUTLINES THE ORGANISATION'S LONG-TERM VISION AND ITS OVERARCHING GOALS AND PRIORITIES. IT SHOULD RESULT IN A CHILD AND YOUTH PROTECTION POLICY, WHICH CREATES THE FRAMEWORK FOR CHILD AND YOUTH PROTECTION AND DESCRIBES THE NECESSARY STEPS, PROCEDURES AND GUIDELINES. BOTH PLAN AND POLICY MUST ENSURE THAT THE SAFEGUARDING PRACTICES EVOLVE AND IMPROVE OVER TIME.

CHILD AND YOUTH PROTECTION POLICY

It is essential for every sports organisation to establish a child and youth protection policy that:

is aligned with the organisation's vision and objectives, ensuring appropriate resource allocation;

clearly articulates the organisation's commitment to child and youth protection;

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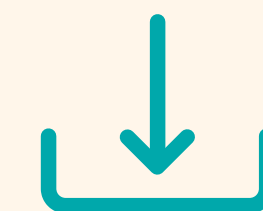
helps create a secure environment where children can play or participate in activities without fear of abuse, neglect or exploitation;

establishes roles and responsibilities and clear guidelines and procedures to identify and respond to potential risks, ensuring that all staff and volunteers are trained to recognise and address safeguarding concerns;

promotes a culture of accountability and transparency, reassuring parents and guardians that their children are in safe hands;

enhances the reputation and integrity of the organisation itself.

The template provided illustrates the guiding principles and minimum requirements and procedures for creating a safe environment for children in a football setting. National football associations, leagues and clubs can use it as a foundation to develop, adapt or review their own policy according to their specific context.



Click on the form to download it, fill it in and print it

Child and youth protection policy template

Child and Youth Protection Toolkit **UEFA**

CHILD AND YOUTH PROTECTION POLICY

Name of organisation:

Date:

INTRODUCTION

This child and youth protection policy has been produced by [NAME OF ORGANISATION]. [NAME OF ORGANISATION] is committed to providing a safe environment for every child to participate in football, irrespective of their age, gender, sexual orientation, ethnicity, social background, religion and level of ability or disability.

The policy is centred around five goals or areas of action that should underpin every organisation's efforts to prevent children from coming to harm in football and to respond appropriately to any safeguarding concerns that may arise.

While the policy aims to be comprehensive, the diverse range of settings and levels at which football is organised and played means that there may well be circumstances that are not covered or questions about the application of the policy. In such situations, actions should be rooted in the spirit of the policy, which revolves around the child's best interests and the principle of doing no harm.

THE FIVE GOALS

GOAL 1: Laying the foundations

GOAL 2: Ensuring organisational preparedness and prevention

GOAL 3: Raising awareness

GOAL 4: Working with others and reporting concerns

GOAL 5: Measuring success

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4. TAKE ACTION

CONSENT, DATA COLLECTION AND PRIVACY PROTECTION

Ensuring secure data collection, especially in relation to children’s health records, is essential to protect sensitive information and comply with legal requirements. An organisation is responsible for adhering to applicable data privacy laws and regulations, and should develop its own systems, forms and processes to protect children’s privacy.

The EU’s [General Data Protection Regulation \(GDPR\)](#) includes specific provisions on children’s data, requiring parental consent to process the personal data of children under 16 (although UEFA recommends obtaining consent for anyone under 18, all of whom are children under the UN Convention on the Rights of the Child).

The General Data Protection Regulation (GDPR) was drafted and passed by the European Union (EU) but it imposes obligations on organisations all over the world to the extent that they target or collect data related to people in the EU. The regulation came into effect on 25 May 2018, with harsh fines imposed on anyone who fails to meet its privacy and security standards. With the GDPR, Europe has taken a firm stance on data privacy and security at a time when more people are entrusting their personal data with cloud services and breaches are a daily occurrence.

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There are some important principles to consider when collecting and processing this data:

Lawfulness, fairness and transparency: Having a legal basis (e.g. consent), being transparent about how your organisation will use the personal data and acting in the a person's best interests

Purpose limitation: Processing personal data only for the specific purposes it was intended for

Data minimisation: Keeping the amount of personal data your organisation collects and processes to a minimum

Accuracy: Taking reasonable measures to have the most accurate data

Storage limitation: Deleting personal data your organisation no longer needs

Integrity and confidentiality: Using appropriate technical and organisational measures, including access rules, to keep personal data secure when stored and processed

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Explicit consent is required when processing special categories of data (sensitive personal data). Consent must be freely given, specific, informed and unambiguous. For consent to be given ‘freely’, it must be given on a voluntary basis, meaning that the person concerned has a real choice. For children, that means their parents or guardians. Your organisation must therefore develop forms to obtain and manage consent from parents and guardians accordingly.

It is important to ensure that employees and volunteers are trained and familiar with internal protocols for data collection and processing. Educating children, parents and caregivers about the importance of protecting personal data and online privacy is also recommended.

Accurate data, especially medical data, is essential. This enables the CYPO to put in place any necessary preventive measures and handle incidents with a full understanding of any medical or other individual requirements.

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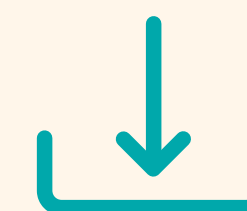
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PARENTAL CONSENT AND MEDICAL INFORMATION

A parental consent form is a legal document that authorises a designated adult within an organisation to make decisions on behalf of a child when their parents or guardians are unavailable.

Along with direct communication and interaction with the organisation's staff, the form gives parents and guardians peace of mind that their child will be cared for in their absence. In emergency situations, it ensures that the child receives appropriate medical care and it provides legal clarity. The purpose of the form is to collect necessary information about the child and parents or caregivers, and to obtain signed authorisation for specific activities (events, trips, media sessions, etc.) and healthcare decisions.

The scope and duration of the permissions requested should vary depending on whether the consent form is for an ongoing commitment over an extended period, when enrolling at an academy for example, or for a one-off competition or event. A consent form for an event should include detailed information about the activities the child will take part in. A consent form for an academy should also request detailed health and medical information and authorisation to make decisions about day-to-day care, education, medical treatment, media and travel. Both must set behavioural expectations, referring to the academy or event's code of conduct. The template provided should be customised according to the organisation's specific requirements.



**Click on
the form to
download it,
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print it**

**Parental
consent
template**

Child and Youth Protection Toolkit
UEFA

PARENTAL CONSENT AND HEALTH INFORMATION FORM

Dear Parent/Legal Guardian,

We are thrilled to have your child join us during [...] (the "Event"). In order to participate as [ROLE AT THE EVENT], we require your child to be present from [TIME]. The activity will end at [TIME]. In the days before the Event, you will be sent the contact details of the person in charge, updated times, the meeting point and details of the activities.

You hereby acknowledge and agree that your child's participation in the Event is at their own risk.

You agree to hold [EVENT ORGANISER] harmless from and against all liability, claims, damages, costs and expenses arising from or in connection with your child's participation in the Event.

To ensure a safe and enjoyable experience for all participants, we require certain information about their health (questions below).

If you do wish to share your child's health information, they will not be able to participate in the Event. Your personal data will be processed by [EVENT ORGANISER] in accordance with the attached privacy notification.

PLEASE READ THIS HEALTH QUESTIONNAIRE CAREFULLY AND COMPLETE THE FOLLOWING USING BLOCK CAPITALS

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RISK ASSESSMENT

A child and youth protection risk assessment is a systematic process of gathering and analysing information to evaluate the potential for harm or abuse.

To ensure that children are protected and that their needs are met in a timely and effective manner, and to mitigate risks, the process should include the following steps:

- Identification of risks**
- Decisions on the type and timing of intervention**
- Allocation of resources**
- Continuous monitoring**
- Revision of the assessment**

The template provided should be used as a starting point and adapted as necessary.



Child and Youth Protection Toolkit UEFA

RISK ASSESSMENT

Name of organisation: _____

TOPIC AND EXPECTATION	LIKELIHOOD (L=LOW, M=MEDIUM, H=HIGH)			RISK	MEASURE(S) IN PLACE	ACTION REQUIRED	BY WHEN	BY WHOM
	L	M	H					
STAFF CHECKS Background checks of all staff, volunteers and anyone who has regular contact with children, with periodic updates to ensure ongoing compliance.				Placing individuals with a history of inappropriate behaviour or criminal activity in positions of trust with children.				
CODES OF CONDUCT Code of conduct signed by staff, volunteers and anyone with regular contact with children (even parents/guardians) to agree on the behaviour that is expected of them.				Inappropriate or harmful behaviour by adults.				

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SAFER RECRUITMENT

The variety and quality of football programmes for children are possible thanks to the time, skills and commitment of staff and volunteers. Ensuring that football organisations employ the 'right' people is a key part of creating an environment where child protection is taken seriously and children can have fun.

Just as coaches are required to have certain qualifications, it is essential to ensure that everyone recruited to work with or for a sports organisation is suitable to work with children.

Unfortunately, some individuals with harmful intentions may seek out positions in organisations that provide access to children, such as schools, sports clubs and youth groups. These environments allow close contact with children, making it easier for such individuals to exploit their positions of trust.

Even if they have no harmful intentions, not everyone is inherently suited to working with children. Certain qualities are essential.

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Temperament: Working with children requires an ability to remain calm and understanding.

Patience: Children can be unpredictable and require guidance and support.

Empathy: Being able to empathise with children and understand their needs is crucial.

Thorough screening processes, such as background checks, interviews and training, can identify potential risks and ensure that only suitable candidates are recruited. These measures demonstrate a strong commitment to protecting children and young people and should deter anyone with ill intentions from applying. While no recruitment process can be entirely foolproof, the goal is to minimise the risks as much as possible.

Here we outline various safe recruitment tips for staff and volunteers. In some countries, fully implementing all these practices may be a challenge. For instance, obtaining references might not be feasible, police checks could be forged, and acquiring copies of qualifications may be impossible, especially for applicants who have relocated multiple times or fled their country. The aim is to implement all reasonable and achievable measures and to employ a variety of strategies rather than relying on a single approach.

All recruitment and employment practices must comply with domestic legislation.

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SAFER RECRUITMENT TIPS

RECRUITMENT AND SELECTION	
CANDIDATE PROFILE	Identify the skills and knowledge required to safely work with children and include these in the profile. These will vary by position – a coach will have much more contact with children and require greater skills than someone in a more administrative role.
ADVERTISEMENT	Include a clear statement about the organisation’s commitment to safeguarding children in any advertisement for a position.
DIVERSITY, EQUALITY AND INCLUSION	Ensure that clear statements are made about the importance of respect and the expectation that all staff and volunteers will be able to engage and interact with a diverse range of children and families. Equality and inclusion should be guiding principles for any organisation to ensure that football is welcoming for all.
ANTI-DISCRIMINATION	There should be clear policies against all forms of discrimination, and everyone should be expected to act as role models in this regard.
CULTURAL COMPETENCE	Emphasise the need for cultural competence in the role – understanding different cultural backgrounds can improve interactions with children and families from diverse communities.
INTERVIEW QUESTIONS	Include at least one question that relates to child and youth protection (see sample interview questions).

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PRE-APPOINTMENT	
SELF-DECLARATION	Applicants should fill out and sign a declaration of good character, confirming their suitability to work with children and granting permission to conduct background checks (see self-declaration template).
REFERENCE CHECKS	Two professional references should be provided, one of which may be a previous employer, depending on the position applied for. References should always be requested directly from the referee via email, post or phone (see sample reference check questions). Open references (e.g. written references provided by the candidate) are generally not sufficient.
PROOF OF IDENTIFICATION	Verification of a candidate’s identity (e.g. using a passport or national ID card) is essential, as predatory offenders may provide false information, including a false identity, to secure a position.
QUALIFICATION AND REGISTRATION CHECKS	Any qualifications or professional registrations claimed in the application should be verified by requesting the original certificates.
POLICE AND BACKGROUND CHECKS	When deciding whether to request a police check, consider whether the role involves access to children and the validity, reliability and availability of such checks. If a police check is necessary, it should be obtained from the country where the individual currently resides and any countries where they have previously worked. Some countries maintain databases of individuals unsuitable for working with children, which should be consulted if available. A conviction does not automatically disqualify a candidate; it depends on the nature of the offence. Any conviction for mistreatment or abuse of a child must result in disqualification.

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POST-APPOINTMENT	
CODE OF CONDUCT	All staff and volunteers (including managers, coaches and officials), and anyone involved in football programmes or activities, should sign a code of conduct. The code should be explained to them to ensure that they understand the behavioural expectations (see sample codes of conduct).
INDUCTION	As soon as possible after joining the organisation, new staff and volunteers should be briefed on the child and youth protection policy and be given the name and contact details of the child and youth protection officer.
TRIAL PERIOD	A trial period can be used to assess suitability for the position. Terms and conditions, including duration, will depend on the employment laws in the country, but the minimum duration should be at least three months.

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SAMPLE QUESTIONS FOR INTERVIEWS

At least one question about child and youth protection should be asked in interviews.

The following are example questions. Keep in mind that if the applicant is unfamiliar with the organisation's child and youth protection policy and code of conduct, they may not answer 'correctly'. What matters is their attitude towards the need to keep children safe.

Have you ever worked for an organisation with a code of conduct? If yes, what difference did it make to the way you viewed yourself, your work and the work of any teams you were part of?

Can you give me some examples of unsafe or unacceptable behaviour towards children in football activities?

You might encounter children in your work. How do you feel about that? Are there any age groups you feel more or less 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 ever worked or volunteered with children? What did you like about it? What did you find difficult?

If you were concerned about another adult's actions or behaviour towards children, how would you respond?

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What have you done when a colleague or 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 admired in others, particularly when it comes to working with or caring for children?

What do you think makes a good role model for children and young people in football?

Imagine you hear that a group of children have taken photos of another child undressing in the changing room and posted them online. How would you react? What would you do?

What do you believe is important to ensure that every child feels included and respected within football?

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SAMPLE QUESTIONS FOR REFERENCE CHECKS

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

Are there any reasons to be concerned about this applicant as regards their conduct with children?

How would you describe the personal character of the applicant?

In the time you have known the applicant, has anything led you to believe that they are unsuitable for a role that has contact with children?

Would you be happy to have the applicant work for your organisation again/with children?

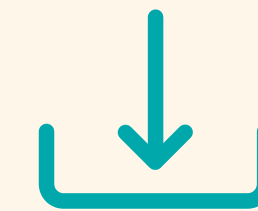
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SELF-DECLARATION

Signing a self-declaration is a crucial part of child and youth protection as it serves as a formal commitment by individuals working with children to uphold the highest standards of safety and ethical behaviour.

It helps to ensure that those entrusted with the care and supervision of children are aware of and agree to adhere to policies designed to prevent abuse and neglect. It also acts as a preventive measure, reinforcing the seriousness of child protection responsibilities and fostering a safe environment where children can thrive. By signing this declaration, individuals affirm their dedication to creating a secure and supportive space for children’s well-being and development.

All applicants for positions working directly with children must complete a full self-declaration.



Click on the form to download it, edit it and print it

Self-declaration template

Child and Youth Protection Toolkit

SELF-DECLARATION

NAME OF ORGANISATION: _____

APPLICANT'S NAME: _____

POSITION APPLIED FOR: _____

DATE OF BIRTH: _____

ADDRESS: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

1. Have you ever been the subject of criminal or other legal proceedings regarding the safety and well-being of children? This includes cautions, reprimands and warnings by the police and court cases resulting in an exoneration or a conviction.

YES NO

If yes, please provide details.

2. Have you ever been asked to leave an organisation or had your employment terminated because of your behaviour or attitude towards children? This includes being subject to disciplinary proceedings, disqualified from work with children or subject to any other sanctions.

YES NO

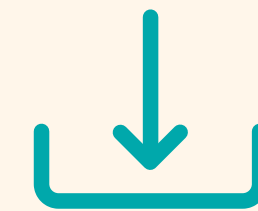
If yes, please provide details.

1

CODES OF CONDUCT

A code of conduct sets out acceptable and unacceptable behaviour, responsibilities and ethical standards for individuals within an organisation or community.

It serves as a framework to ensure that everyone understands what conduct is expected, helping to create and maintain a positive, enjoyable and safe environment, which is crucial for the development and well-being of children and young people. Both staff and volunteers play pivotal roles in achieving this goal.



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Code of conduct for staff and volunteers

CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND CHAPERONES

As a MEMBER OF STAFF, VOLUNTEER or CHAPERONE

I will lead by example in demonstrating respect, integrity and fairness. Specifically, I commit to the following ethical principles during my time working/volunteering with the organisation:

- Doing my utmost to protect the rights and dignity of everyone involved in the game and valuing everyone's contribution, without any discrimination based on gender, age, ethnicity, sexual orientation, religion, beliefs or ability, and promoting diversity, equality and inclusion
- Making football a safe and fun experience and celebrating the positive spirit of the game
- Complying with the rules, procedures and guidelines provided by the organisation for which I work/volunteer
- Completing the necessary training
- Never engaging in or tolerating offensive, insulting or abusive language or behaviour
- Respecting children's privacy in all forms and places
- Avoiding spending time alone with children
- Never using prohibited substances
- Ensuring that confidential information is not divulged
- Not posting photographs or other information about children or their families on social media without the consent of the organisation for which I work/volunteer
- Sharing and reporting any concerns or cases of abuse to the appointed child and youth protection officer

<p>I have read and understood the above code of conduct.</p> <p>I acknowledge that failing to adhere to the above code may result in my suspension, withdrawal of my accreditation to the event, dismissal and/or referral to external child protection agencies or the police.</p>	NAME:
	POSITION AND ORGANISATION:
	SIGNATURE:
	PLACE AND DATE:
<p>Witnessed by (Child and youth protection officer or other appropriate witness)</p>	NAME:
	POSITION AND ORGANISATION:
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CODE OF CONDUCT FOR PARENTS AND GUARDIANS

Parents and caregivers play a crucial role in creating a safe and enjoyable football environment. Their support and encouragement help create a positive atmosphere in which young players can thrive.

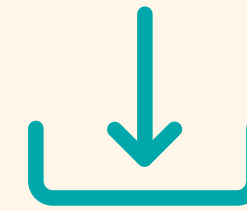
By promoting fair play, respect and teamwork, parents and caregivers set a strong example for their children. Additionally, their involvement in organising and attending games ensures that safety protocols are followed, reducing the risk of injury. Active participation by parents and caregivers fosters a nurturing environment that enhances both the fun and the safety of the game.

Child and youth protection officers and coaches should lead by example and encourage positive communication with families. At the beginning of the season, it is useful to organise a meeting or event to discuss the importance of positive behaviour and respectful communication and invite parents and caregivers to use positive and encouraging language when cheering for their children and interacting with others. Providing guidelines, such as a code of conduct for parents and caregivers, helps to create a supportive sports community for children.

A code of conduct for parents and caregivers is particularly important in the following scenarios:

- 1 When children join an academy, as it is important for parents and guardians to agree to the organisation’s requirements

- 2 Ahead of any event where children from outside the organisation will be under the organisation’s responsibility and their parents and caregivers may be present as spectators



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Code of conduct for parents and caregivers

CODE OF CONDUCT FOR PARENTS AND GUARDIANS

Name of the organisation:

As a PARENT OR GUARDIAN,

I will contribute to the development of a safe and fun atmosphere for children playing football by:

- showing respect to everyone involved in the game: players, coaches, officials and other parents and caregivers;
- encouraging fair play and high standards of behaviour;
- accepting the match officials’ decisions;
- not using or tolerating offensive, insulting or abusive behaviour or language towards any player or official;
- praising effort and participation rather than focusing on performance and results;
- teaching my child to treat everyone with respect, without distinction;
- not tolerating or encouraging any form of bullying;
- not humiliating or belittling children or their efforts in matches or training;
- respecting children’s privacy;
- avoiding unsporting behaviour such as booing or using rude or offensive language;
- prioritising the players’ emotional and physical well-being;
- 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 without permission from the children and their parent(s) or guardian(s);
- sharing any concerns I have about the safety and well-being of my child or any other child with the coach or the child and youth protection officer or other person in charge;
- keeping up to date with any issues or concerns regarding my child.

<p>I understand that I have a right to expect my concerns to be addressed appropriately and to know that my child is safe and protected from any form of poor practice or abuse.</p> <p>I have read and understood the above code of conduct. I agree to behave accordingly and understand that if I do not, I may be asked to leave.</p>	Name:
	Signature:
	Place and date:

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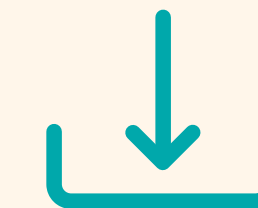
CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

When sharing a code of conduct with children, use simple, age-appropriate language and engage them in interactive discussions.

It is important to identify the best person to lead and facilitate discussions. At least two experienced adults should be present. Visual aids like posters and videos can make the information more engaging. Role-playing scenarios also help children understand how to apply the rules in real-life situations.

Use positive reinforcement to encourage adherence and always let the children know that there is a person of trust available (for example the child and youth protection officer or another staff member) if they are worried or do not feel safe. Get parents and caregivers to reinforce the message at home and revisit the code regularly, through games and other fun activities, to keep it fresh in their minds.

This code can be adapted to academies, national teams, events and overnight or day trips.



Click on the form to download it, edit it and print it

Code of conduct for children and young people

Child and Youth Protection Toolkit

CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

Name of the organisation:

On and off the pitch:

- I will respect and help other children.
- I will respect my coach and other staff, and follow their instructions and advice.
- I will play fairly.
- I will be on time for all meetings and activities.
- I will respect the rules of the games, my opponents and the referee.
- The adults accompanying me are responsible for my safety and welfare from the time I leave the care of my parent(s) or guardian(s) until my return home.
- I will follow the advice on healthy nutrition and habits.
- On away trips I will sleep in shared accommodation. It will be agreed in advance with whom and I will not sleep in any other room without permission.
- I will respect the rules imposed for my own safety, including no alcohol, no drugs, no smoking and appropriate use of digital devices.
- I will tell an adult about any injury, medical condition, concern or discomfort that I experience.
- I will not bully anyone or start fights.
- I will not curse or swear at anyone, use discriminatory language or spread rumours.
- I will not use social media in a negative way, against my organisation, coach, referee or peers.
- I will report bullying if I see it.
- I will respect the facilities and the equipment provided by the organisation.

I have read and understood the above code of conduct and agree to follow it for [ORGANISATION/EVENT/TRIP]. I understand that if I break the code, my parent(s)/guardian(s) will be informed, and I may be asked to leave.	Name:
I agree / I do not agree to participate in media activities including the publication of my photograph in newspapers and online. I understand that I can participate in the activity even if I do not agree to media activities.	Signature:
	Place and date:
Shown to, explained to and agreed with the participant by [name of adult in charge]:	Signature:
	Place and date:

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SPECIFIC SCENARIOS

ADULT SUPERVISION

While the risks associated with the location, training facilities and equipment can and must be mitigated by conducting a risk assessment and following local health and safety legislation and guidelines, supervision is equally important, if not more so. Children must always be supervised to prevent accidents, as the likelihood of incidents increases without adequate adult supervision.

Determining the right level of supervision can be challenging and while it might not always be possible to adhere to the recommended ratios, every effort should be made to provide the best possible supervision. It is essential to have enough qualified staff and volunteers present to ensure the children's safety.

It is always a good idea to have at least two adults supervising any activity, and there should be at least one adult of the same sex as the children (at least one adult of each sex for mixed-sex groups of children). This way, if one adult needs to leave – for example if a child needs taking to hospital – the other adult can continue to supervise the rest of the children. In general, adults should not be left alone with children, but when unavoidable, the adult should remain in visible areas, inform another staff member and leave doors open.

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The following supervision ratios are recommended:**Children aged 4–8 years: one adult for every six children****Children aged 9–12 years: one adult for every eight children****Children aged 13–18 years: one adult for every ten children**

Typically, the younger the children or the more challenging the activity or environment, the greater the number of adults needed to safely supervise them. If children have special needs, additional supervision and support may be required.

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When determining whether the supervision ratio is appropriate, it is important to consider the following factors:

The number of children and their ages

Whether adults or children have a disability or special requirement

If the activity or the environment presents any particular risks

The staff members' qualifications and experience

The time and type of activities involving children

Additional care and support are required when children are taken away from their usual environment, for example away matches or training camps, especially if they involve an overnight stay. **A risk assessment is recommended for any activity that involves taking children to a different venue or location.** The purpose of the risk assessment is not to find reasons to cancel the trip, but to identify any potential risks in advance. This allows action to be taken to remove these risks or reduce their impact to ensure a safe and enjoyable experience away.

Proper planning for trips ensures the necessary organisational arrangements are made in advance and allows families, staff and children to be involved. Meetings are essential to exchange information, review codes of conduct and sign the necessary documents.

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SAFE USE OF CHANGING ROOM AND SHOWER FACILITIES

Changing rooms are spaces where children are particularly vulnerable, especially since they are less supervised in these areas.

Clubs, stadiums and organisations hosting football activities involving children should develop guidance on the use of changing facilities and showers to reduce the risk of misconduct or abuse. The following points should be included in any such guidance:

If facilities are used by adults and children at the same time, there should be separate changing, showering and toilet areas. If not, additional supervision or separate timeslots should be arranged. Alternatively, children can be asked to change before arriving, as long as their parents and caregivers are informed in advance. This option should in any case be offered to children who feel uncomfortable changing and showering in public facilities.

- For mixed-sex activities, separate facilities must be available for boys and girls. If this is not possible, separate timeslots and adequate supervision will be required.

- Adult staff and volunteers, especially those of the opposite sex, must not be allowed in the changing rooms when children are undressed. Restricted access may be permitted when all children are dressed.

Adults must never be undressed in front of children.

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Any adult entering the changing rooms must do so under supervision, ideally when the changing rooms are not in use.

Staff should not be alone with children in the changing rooms.

Parents and caregivers should be discouraged from entering the changing rooms unless absolutely necessary. In such circumstances, only a parent or caregiver of the same sex as the children may enter, and the staff member in charge should be informed in advance. At least one staff member of the same sex as the children must accompany the parent or caregiver.

No staff, volunteers or children should be allowed to use mobile phones or equipment with video recording capabilities in changing rooms.

At televised matches, one host broadcaster camera may enter the changing room to film the players' shirts and equipment – provided the team agrees to it in advance. This must be done well before the players arrive and should be supervised by the staff member in charge.

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TRIPS AND OVERNIGHT STAYS

Proper planning for trips ensures the necessary organisational arrangements are made in advance and allows families, staff and children to feel involved.

A risk assessment should be completed for any activity that involves taking children to a different venue or location, to identify any potential risks in advance and take action to remove or mitigate the risks so that all participants enjoy a safe and enjoyable experience away.

Meetings are essential to exchange information, review codes of conduct and sign the necessary documents.

Sometimes parents accompany their own children on trips, allowing them to be part of the organisation and contribute directly to the fun and safety of the activity.

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The following rules on trips and overnight stays should always be followed:

Parents and guardians must always give consent for their children to take part.

Basic medical information and emergency contact numbers should be obtained before the trip, especially if the parents or guardians will not be present.

Appropriate insurance must be in place.

Each person in the group must sign a code of conduct.

A safeguarding officer should be appointed and known to the entire group.

Everyone in the group must sign a code of conduct.

A contact person within the organisation should also be appointed for both the families and the participants.

Accommodation should be arranged in advance, and the arrangements agreed by each participant. If it is not possible to have the entire group on the same floor, designate at least one adult room per floor. It is important to ensure there is no access to alcohol, drugs or pornography in the rooms (or at any other time).

Everyone in the group should be aware of the emergency exits.

Short daily meetings should be held to discuss and resolve issues as they arise.

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ACCOMPANYING ADULTS

Accompanying adults take primary responsibility for the safety and welfare of the children in their care from the moment the children leave their parents or caregivers until they are safely returned to them, or as otherwise agreed.

It must be clearly communicated to parents and guardians at what point the responsibility for caring for their children ends, to avoid misunderstandings. The term 'accompanying adult' is used here to refer to any adult joining children on a trip. This could be a staff member (such as a coach) or a parent or volunteer. It is someone who has agreed to take on this responsibility to ensure that the trip is safe and enjoyable.

In addition to the behaviour set out in the applicable code of conduct, accompanying adults are responsible for:

ensuring the safety and well-being of the children by carrying out a risk assessment in advance, including for transport and accommodation;

communicating with parents and guardians before and during the trip, as necessary;

identifying a safe meeting point and arriving in advance of the meeting time;

arranging or confirming all necessary details such as accommodation, destination, programme, competition details, kit and equipment list, and transport, including making sure that vehicles are roadworthy and safe and, for certain locations, ensuring that transport only takes place during specific (daylight) hours;

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checking that consent forms have been signed by the parents/guardians and children;

being aware of any special needs, including any medical requirements, impairments, access needs or medication;

being aware of local legislation;

checking that children have any necessary travel or identity documents or permits;

ensuring children's names are not visible on hats or T-shirts;

ensuring children always have emergency phone numbers with them during the trip;

being physically near the children and aware of their whereabouts at all times – children must not be left unsupervised, even for short periods of time;

being aware of children's physical and emotional needs and helping meet those needs;

reporting any concerns regarding the safety, protection and well-being of the children to the child and youth protection officer (and, where appropriate, their parents or guardians);

not allowing adults to be alone with children, including doctors or physiotherapists;

taking children home safely in case of serious illness or injury – two staff members should accompany the child;

ensuring that, during any free time, all children stay with the group;

ensuring the children always have access to a mobile phone and that a clear missing child policy is in place.

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EMERGENCIES AND MISSING CHILD PROTOCOLS

In the event of an emergency, a child's parent(s) or guardian(s) must be contacted immediately, or as soon as possible. In the event of a medical emergency, immediate medical help must be sought.

During the football activities, it is the duty of the designated team staff and/or event organizer to oversee the safety and whereabouts of minor players and children participating. They must ensure continuous supervision of their participants. If a participant goes missing, the established procedure for locating missing individuals should be implemented. This includes sharing a detailed description of the participant with those involved in the search and, if available, using a photograph to aid identification.

MISSING CHILD PROTOCOLS

A simple missing child protocol is a necessity for any organisation facilitating activities involving children. It should clearly outline the steps to take to ensure a swift and effective response.

For example:

Immediately report the missing child to local police.

Quickly collect detailed information about the child (name, age, physical description, clothing, last known location) and share them with those assisting in the search.

Conduct a thorough search of the immediate area where the child was last seen, with the help of staff and people nearby.

If possible, request immediate access to CCTV footage.

If needed, reassure other children to prevent distress.

If the search is unsuccessful, inform the police immediately.

Inform the child's parent(s) or guardian(s) of the situation as soon as possible.

Create a record of the incident, listing all actions taken and information gathered.

Keep a record of follow-up actions and any updates from the police.

Review policies and procedures to identify any gaps to be avoided in the future.

Regularly train staff on the missing child protocol and procedures.

Seek advice from the relevant national agency or police authority on safety measures and what children should do if they get lost, and educate children about them.

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MEDIA ACTIVITIES

If activities involving children are covered by the media, clear communication is an essential part of effective child and youth protection efforts.

Consent for photos: Ensure that the parents/guardians and children consent to the use of their photos. Identify any children who have not given permission in advance (see Annex 9 in the UEFA Child and Youth Protection Event Guidelines).

Communication with the media: Emphasise that your organisation aims to create a safe and enjoyable environment for all children. Explain your commitment to safeguarding.

Photos of children: Request that the media refrain from taking photos of children that could be seen as exploitative or harmful (e.g. photos of undressed children).

Restricted access areas: Designate restricted access areas where the media are not allowed.

Changing facilities: Do not allow the media to enter changing rooms under any circumstances.

Privacy: Ask the media not to print or publish private information about children, such as their addresses.

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SAFETY ONLINE

Football benefits tremendously from digital and online technology. Footage can be recorded for performance development and analysis, and sharing photos, videos and posts on the social media is an effective way to promote football activities, celebrate achievements and update followers. However, social media, online forums and communication apps also pose a potential threat to both children and adults (Outrage).

In relation to child and youth protection specifically, adults risk having their communication with children misinterpreted, potentially leading to investigations and even disciplinary action. For children, the risks are even greater:

Inappropriate access to, use or sharing of their personal details (e.g. names, email addresses or phone numbers)

Unwanted contact from adults with wrongful or questionable intent

Being sent offensive or otherwise inappropriate material

Online bullying

Grooming for sexual abuse

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Although many platforms have age limitations and usage restrictions, the best protection is to stay offline as much as possible. The focus should be on encouraging physical activity and in-person social interaction through real-life football activities (**Take Care**).

It is therefore recommended that clubs and other football organisations restrict the use of social media and communication apps to what is strictly necessary in all activities involving children and young people.

If online communication tools are used, interactions should be with the parents and guardians rather than directly with their children. This approach:

avoids encouraging children to connect to apps and social media;

reduces the sharing of children's contact details;

ensures adult oversight of all communication.

In addition, children and young people should be made aware of the risks of online abuse, how to protect themselves, and the importance of reporting any abusive or concerning interactions, online or offline.

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ONLINE SAFETY TIPS

Privacy settings: When connecting with others online, be aware that once someone is connected, they can see everything you post. Adjust privacy settings to control who can access your content.

Posting online: Avoid making social media posts without permission. Refrain from messaging children directly or posting comments that could compromise their well-being or harm the reputation of an association or club.

Coaches and volunteers: Coaches and volunteers should not be 'friends' with children on personal social media accounts. Instead, use group messaging or organisation webpages to communicate transparently, and communicate through parents and guardians whenever possible.

Abusive, discriminatory or explicit content: Never share messages, images or videos that are abusive, discriminatory or sexually explicit.

Reporting concerns: Any inappropriate messaging, photographing or filming of children or other misuse of digital media should be reported. If you receive inappropriate content, report it to the child and youth protection officer but do not send it to them as this itself could be considered an offence under international law. Avoid deleting messages until the child and youth protection officer has been informed, as they may be needed as evidence. Avoid responding to messages to avoid escalation of the issue.

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WHEN SOMETHING SEEMS WRONG

Addressing concerns about child abuse is vital to ensure children's immediate safety and well-being. Prompt action in the event of abuse can prevent further harm and ensure the necessary support and intervention, such as medical care and counselling.

It is a legal obligation to report and investigate allegations and it helps to maintain trust in institutions responsible for children's welfare. Additionally, a thorough and fair investigation respects the rights of all parties involved, ensuring justice and protection for the child above all. If we are to protect children and their well-being, it is essential to teach them about their rights and how their football experience should feel.

It is also crucial to foster a culture within the organisation where reporting concerns and allegations confidentially is seen as both acceptable and necessary, with no fear of criticism or repercussions. No one working for the organisation is responsible for determining whether child abuse has occurred. However, everyone has a responsibility to report any concerns or allegations to the appropriate officer or authorities. Organisations should ensure that their reporting procedures align with the practices and guidance of local child protection authorities.

For abuse to be reported, everyone must be aware of the signs and symptoms of abuse in themselves and in others.

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Recommendations for parents, caregivers and staff

Spotting signs of abuse can be difficult, as often children do not realise that what is happening to them is abuse.

Ensure that you are familiar with the possible signs of abuse before assuming your role.

Look for learning opportunities to improve your skills and knowledge related to children's safety and well-being in sport and how to create safer environments for them.

Child protection training can increase your confidence in identifying and understanding the different ways in which a child may try to share what they have experienced.

Pay attention to any physical and emotional or behavioural signs that a child displays, as well as the attitude of any alleged abuser. This can help you to assess the situation.

Depending on the type of abuse, signs and symptoms may differ, but there are some common patterns that should worry an adult.

Look out for any suspicious, unexplained injuries, bruises or marks, especially where there is conflicting or inconsistent information about how they were inflicted.

Behavioural signs can be short or long-term and may include regression to former stages of development, sudden changes in sleeping or eating habits, poor school performance, poor relationships with peers, social withdrawal, excessive affection towards adults or strangers, delinquent behaviour, running away, reluctance to go home, or taking on adult responsibilities.

Children often speak about their experiences repeatedly before action is taken. Always believe a child's disclosure.

Keeping children safe means that no one is above suspicion. This does not mean that everyone is a suspect, but that everyone – whether a child, a parent or another adult – is held to the same standard of behaviour and conduct.

It is important to understand that signs and symptoms do not necessarily mean that something is wrong, but they are indicators that should be followed up on.

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Recommendations for children

You should be safe, respected and protected when taking part in sports activities. If you do not feel like this, it may be a warning sign that something is wrong.

Sport should be enjoyable and not stressful.

Abuse is when someone treats a child in a way that makes them feel sad or scared or that hurts or harms them. Abuse is never OK and is never a child's fault.

Listen to how you feel and how your body reacts to people and situations. Sometimes our feelings and our body can help keep us safe. If you feel scared, you should listen to this feeling. Never ignore how you feel; use it to help you understand what is going on.

You have a right to keep your body private. If someone touches or looks at your body in a way that feels wrong or uncomfortable, talk to an adult you trust about it.

If a person or situation makes you feel sick to your stomach, this is probably an unsafe situation for you, and you should talk to an adult you trust about it.

If you see or feel that another child is in an unsafe situation, encourage them to get help and talk to an adult they trust about it.

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RECOGNISING AND RESPONDING TO SIGNS AND SYMPTOMS OF ABUSE

Recognising the signs and symptoms of abuse is crucial to providing timely help and support, but it is not always easy. Occasionally, abuse is witnessed or disclosed, such as when the child or another child or adult reports it, but often there are only subtle clues or signs that something may be wrong.

Below are some common indicators to be aware of.

SIGNS IN THE BEHAVIOUR OF AN ADULT, SUCH AS A STAFF MEMBER OR PARENT OR GUARDIAN:

Seems to single out one or more children for 'special treatment', either as favourites or for punishment

Seems to care more about results than the happiness or fun of the group

Is critical of a child's performance in front of others

Uses language that is inappropriate, e.g. for the age group they are supervising

Makes comments about a child's physical appearance

Does not respect a child's privacy, e.g. in changing rooms

Is unconcerned about a child, what they are doing or where they are

Does not abide by guidelines or codes of conduct

Blames, teases or denigrates a child

Threatens a child with sending them away or with severe punishments

Over-controls a child's movements, preventing them from speaking with others or mixing with friends

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SIGNS SHOWN BY THE CHILD:

Changes in behaviour

Withdrawal or isolation:

A child may start avoiding social interactions, becoming withdrawn or reluctant to participate in activities they previously enjoyed, such as playing with friends or attending sports practice.

Self-criticism:

A child may start constantly putting themselves down, e.g. saying that they are worthless or useless.

Sudden aggression:

A child may become more irritable or aggressive, lashing out at others without clear provocation.

Emotional outbursts:

A child may display extreme behaviours, such as acting out, unexplained actions like bursting into tears for no obvious reason, mood swings or signs of emotional distress that seem out of character.

Secrecy:

A child may become very secretive, e.g. stop sharing what is happening in their life or suddenly stop talking when adults enter the room.

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Fear or anxiety

Fear of certain individuals:

A child may suddenly seem fearful or reluctant to be around specific individuals, such as staff, classmates, team-mates or even friends.

Nervousness in group settings:

A child may become anxious or overly nervous about going to places where a particular individual is present, such as school, sports events or social gatherings.

Physical signs

Unexplained injuries:

A child may have bruises, scratches or other injuries that they cannot or do not want to explain, or signs of self-harm such as scars from cutting or pain when walking.

Frequent or unexplained illness:

A child may have repeated stomach upsets or difficulty eating.

Changes in appearance:

A child may begin to dress differently to hide marks to blend in and avoid being noticed.

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Decline in academic or sports performance

Drop in grades or performance:

A child may struggle to focus or participate fully, leading to a decline in performance at school or in sport.

Frequent absences:

A child may frequently skip school, sports practice or other activities where they are likely to encounter specific individuals.

Unusual relationship dynamics

Power imbalance:

A child may seem submissive or anxious around a peer who appears to dominate the relationship.

Exclusion or isolation:

If a child is regularly excluded from activities by a peer group, this can be a form of emotional abuse.

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Sexuality and touch

Sexual knowledge or behaviour:

A child may display inappropriate sexual behaviour, language or knowledge that seems beyond their years.

Avoiding physical contact:

A child may flinch, avoid or become uncomfortable with physical touch, even in innocent situations.

Changes in social media usage

Sudden withdrawal:

A child might suddenly want to delete social media accounts or express reluctance to go online if they have been harassed through mean, threatening or inappropriate messages.

Secrecy about online activity:

A child may become secretive about their interactions on social media or seem distressed after being online.

WHAT TO DO

It can be difficult to respond to disclosures of possible child abuse and other protection concerns. The next few pages suggest things you should do – including actions you can take straight away before involving an expert – if you or someone else identifies an at-risk child or thinks a child may be experiencing abuse or neglect, or if a child makes an allegation of abuse or neglect.

Follow the 5Rs

1. Recognise	Be aware and do not ignore signs.
2. Respond	Act quickly if you are worried about a child’s safety.
3. Record	Make a note of what was said or what you witnessed.
4. Report	Report your concerns to the child and youth protection officer within 24 hours or immediately if it is in an emergency.
5. Refer	If a child is in immediate danger, contact the emergency services.

Tips for all adults

- | | | | |
|---|---|----|--|
| 1 | Create an environment where children feel comfortable speaking out if anything is worrying them. | 6 | Remember that it takes extraordinary courage for a child to disclose information and they may struggle to find the right words. |
| 2 | Praise openness and believe a child who shares their story or expresses concerns about abuse. | 7 | Do not panic. Maintain a calm, clear and non-judgemental tone. |
| 3 | Establish whether the child is still in danger and avoid putting them at risk of further harm. | 8 | Do not make any promises that you may not be able to keep. |
| 4 | Check whether the child has basic necessities – such as food, warmth or shelter – or needs medical attention for physical injuries. | 9 | Recognise that handling a disclosure can be challenging and seek support for any personal difficulties you may have. |
| 5 | Check for signs of serious distress. Body language may be a key sign in children who are traumatised or unable to express themselves well. | 10 | While not all disclosures will lead to a formal report of abuse, a charge or a case being taken to court, every disclosure must be taken seriously. Act quickly and seek help if you are concerned that a child might be at risk. |

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Tips for parents and guardians

1

Make a habit of checking in with your child about their thoughts and feelings. Encourage open communication and actively listen to your child to understand their needs and concerns.

2

Listen, reassure and respect what your child is trying to say to you.

3

Hearing your child disclose abuse may trigger anger or frustration. Try to stay calm and control your emotions. Never confront the alleged perpetrator.

Tips for coaches and staff

- | | | | |
|---|---|----|--|
| 1 | Stay vigilant to recognise the signs of abuse or a potential disclosure. | 8 | Let the child know about the next steps and encourage them to ask questions for clarification. |
| 2 | Establish and nurture trusting relationships between coaches and players that promote honesty and openness. This may encourage children to speak up if they have concerns. | 9 | Help the child to access social support and reach out to loved ones. |
| 3 | Do not interrogate. Only ask the questions needed to clarify your concerns. | 10 | Listen to the child and their parent(s) or caregiver(s). Help them feel at ease by finding a safe and private area to talk. Show interest in the information they are sharing and reassure them that your organisation will take care of the issue. Do not put pressure on them if they are not ready to talk right away. |
| 4 | Do not attempt to investigate allegations of abuse yourself, which may cause the child more distress. | 11 | Familiarise yourself with available child protection resources and networks to ensure that you can give children and their parents or guardians up-to-date, accurate information. |
| 5 | Keep the information you share with children concrete, using short and simple sentences. | 12 | Encourage children and parents to seek help and support when needed. Give them information about reporting options and internal and external support services. |
| 6 | Act quickly and seek help if you are concerned that a child might be at risk. | | |
| 7 | Respect confidentiality by sharing information only with the appropriate authorities. | | |

Tips for children and young people

<p>1</p>	<p>Remember, you have a basic right to feel safe and protected while playing football. Always put your safety first!</p>	<p>4</p>	<p>Speak up if you think another child is in danger or if an adult's behaviour does not seem right.</p>
<p>2</p>	<p>If you ever feel unsafe:</p> <ul style="list-style-type: none"> • Say no • Get away from the person or place as soon as you can • Tell someone what is happening 	<p>5</p>	<p>Make sure you know where to go and who to talk to in the organisation if you feel unsafe or need to share something.</p>
<p>3</p>	<p>Speak up if you are facing challenges. Your voice is important.</p>	<p>6</p>	<p>Get support when you need it. Sometimes, just opening up to someone about what is bothering you and how you are feeling can be a relief.</p>

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REPORTING CONCERNS

It is not the responsibility of the child and youth protection officer or anyone else within the organisation to determine whether poor practice or abuse has occurred, but it is everyone's responsibility to report concerns to the appropriate authorities and follow established procedures.

Poor practices can arise when children's needs are not prioritised, compromising their well-being and safety. Examples include inadequate injury prevention due to excessive or inappropriate training, favouritism or neglect of certain children, use of foul language or prohibited substances around children, persistent disregard for health and safety guidelines or failure to conduct regular risk assessments.

Concerns about abuse may emerge in several situations: when someone witnesses a child being abused, when unexplained physical injuries or unusual behaviour are noticed, when ongoing signs of emotional or physical abuse or neglect are observed, or when a child directly discloses that they have been abused.

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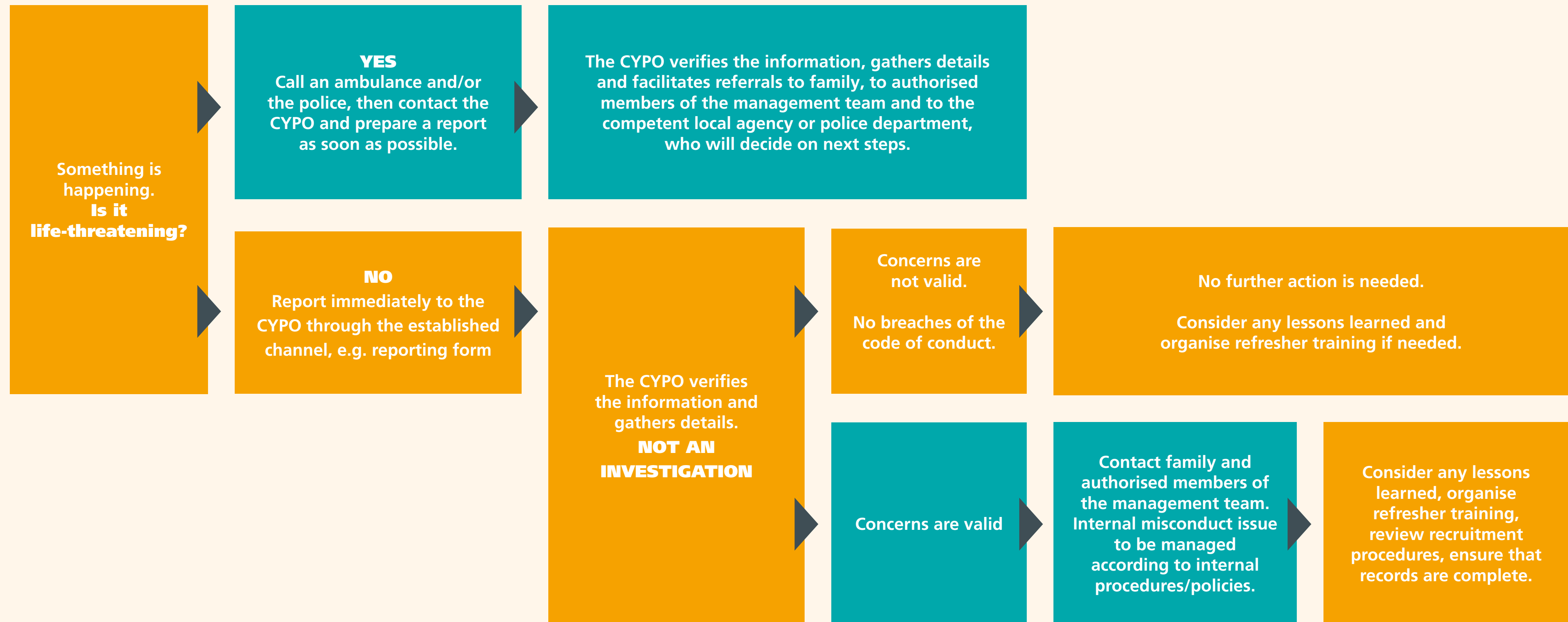
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REFERRAL FLOWCHART

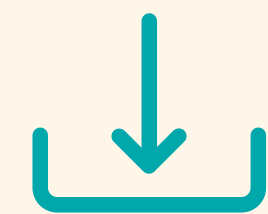


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In line with UEFA’s commitment to providing a safe and empowering environment for all children and young people to play football, any concerns about a child’s welfare or an adult’s behaviour must be reported immediately. A reporting form should be completed and given to the child and youth protection officer or the person in charge of child protection at a sports organisation or for a specific event.

Each organisation should establish channels for reporting safeguarding concerns. These can include telephone, email or anonymous online forms, using the form below as a guide.

Concerns should be reported confidentially, providing as many accurate details as possible and following the correct referral flow. The competent authorities then have a responsibility to investigate, with the collaboration of the organisation and all parties involved.



Click on the form to download it, fill it in and print it

Reporting form

Child and Youth Protection Toolkit

REPORTING FORM

EVENT:

PLACE AND DATE:

NAME, POSITION AND CONTACT DETAILS OF PERSON FILING THE REPORT:	NAME OF THE CHILD:
	CHILD'S YEAR OF BIRTH:
NAME AND CONTACT DETAILS OF PARENT(S) OR GUARDIAN(S):	DOES THE CHILD HAVE SPECIAL NEEDS?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Please specify: _____
NAME OF THE SUSPECTED OR ALLEGED PERPETRATOR (IF APPLICABLE), THEIR AGE (UNDER OR OVER 18), AND THE ORGANISATION THEY REPRESENT:	ORGANISATION, CLUB, PARTNER THAT RECRUITED THE CHILD:

DESCRIBE THE INCIDENT OR THE REASON FOR CONCERN/SUSPICIONS:

DESCRIBE ANY OBSERVABLE SIGNS OR SYMPTOMS:

On the child: _____

On their peers: _____

On the adult: _____

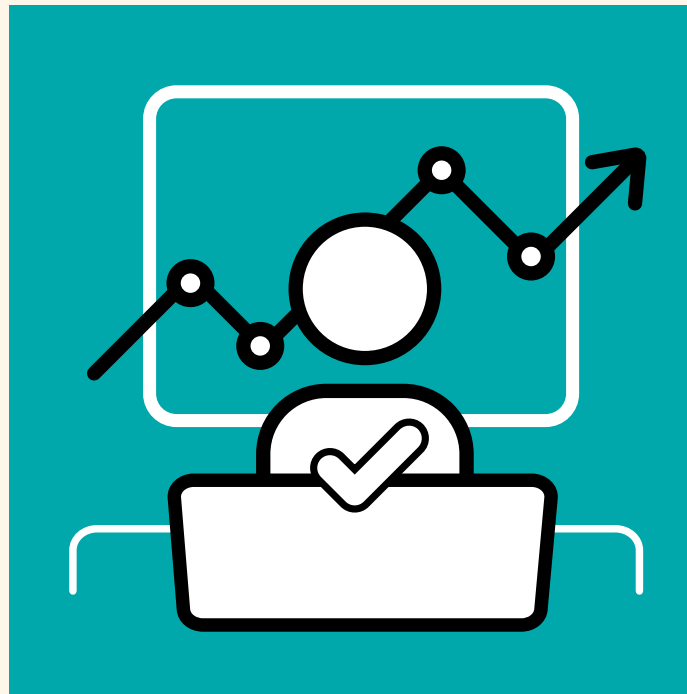
WHAT ARE YOU REPORTING?

A direct disclosure

Your own concerns

Someone else's concerns

If someone else's, give their name, position and contact details: _____



5. MONITOR, EVALUATE, PROGRESS

In the context of child protection, monitoring and evaluation are crucial to ensure progress through safe and effective action. Monitoring means the ongoing collection of data to track progress, while evaluation refers to a periodic assessment of overall impact and effectiveness.

Measuring the impact and progress of child protection efforts is essential because it ensures that organisations are held accountable for commitments they make. The information collected supports informed decision-making about policies, programmes, adjustments and improvements. In addition, **regular monitoring and accurate reporting** create transparency, which enhances trust among stakeholders and the community.

A corporate self-evaluation checklist allows child and youth protection officers and organisations to monitor progress, identify weaknesses and plan required actions. It should be used periodically to enhance the child protection process. Surveys, workshops and consultations with staff, children and other stakeholders are all useful methods of collecting relevant information.

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SAMPLE QUESTIONS – MONITORING

1. Policy implementation

Are child protection policies and procedures in place and accessible to all stakeholders?

How frequently are these policies reviewed and updated?

Are there any external organisations or agencies qualified to support and monitor these efforts?

2. Training and awareness

Do you have a designated and qualified staff member responsible for child protection? Are they supported in the role?

Are all coaches, staff and volunteers background-checked and trained in child protection practices?

How often is refresher training provided?

Are coaches, staff and volunteers also trained on specific scenarios, such as overnight trips and use of social media?

How many people received training last year?

3. Reporting mechanisms

Are there clear and accessible reporting mechanisms for child protection concerns?

Do children know who to contact if they have concerns?

Are coaches, staff and volunteers aware that it is not their responsibility to determine whether abuse occurred, but to act on and report any concerns?

How many concerns have been reported and addressed in the past year?

4. Participation and inclusion

Are children actively involved in the development and review of child protection policies?

How inclusive are the child protection practices for children from diverse backgrounds?

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SAMPLE QUESTIONS – EVALUATION

1. Effectiveness

How effective are the current child protection measures in preventing harm to children?

What feedback have you received from children and their parents/caregivers about child protection practices?

2. Impact on children

What impact have the child protection policies had on children's sense of safety and well-being?

Have any cases of harm or abuse been reported, and how were they handled?

3. Stakeholder engagement

How engaged are coaches, staff and volunteers in promoting a safe environment for children?

What perceptions do stakeholders have of the effectiveness of child protection measures?

4. Continuous improvement

What lessons have been learned from past child protection incidents?

How have these lessons been integrated into future practices?

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After the monitoring and evaluation phases, the next step is to implement the insights gained to drive continuous improvement in child and youth protection efforts. This involves **analysing the collected data and drafting meticulous reports** to identify critical issues, successful strategies and areas to be enhanced. Understanding which interventions are most effective and impactful allows for more efficient allocation of resources. **Adjusting and improving action plans** with clearer objectives, timelines and responsibilities is essential for maintaining momentum.

Sport organisations should **dedicate time to consistently revisiting and updating their child and youth protection policies** to keep them relevant and responsive to emerging challenges. Regular reassessments enable organisations to identify potential issues early, incorporate innovative solutions and stay ahead. This **proactive approach** not only enhances effectiveness but also demonstrates a commitment to progressive refinement and resilience in a dynamic environment.

Engaging stakeholders, including children, staff and community members, in the process fosters collaboration and ensures that diverse perspectives are considered. It creates an environment where everyone feels valued and heard, leading to more **innovative and inclusive solutions**. This **collaborative approach** not only strengthens relationships but also enhances the overall effectiveness. When diverse perspectives are integrated, the outcomes are more likely to address the needs and concerns of all involved, ultimately contributing to the success and sustainability of the initiative.

By continuously refining practices and policies, we can enhance the success and the impact of child and youth protection efforts, ultimately creating a safer environment for all.

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NATIONAL
CONTEXT AND
LEGISLATION

PROTECTING
CHILDREN AND YOUNG
PEOPLE: THE PATHWAY

1. COMMIT

2. CREATE OWNERSHIP

3. DEVELOP A
STRATEGIC PLAN

4. TAKE ACTION

5. MONITOR, EVALUATE,
PROGRESS

ACKNOWLEDGEMENTS