



# **CHILD AND YOUTH PROTECTION EVENT GUIDELINES**

How to ensure a safe environment

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# 1. PREAMBLE AND PURPOSE

**These guidelines provide guidance to event organisers and child and youth protection officers on how to protect and safeguard children who are participating in their events.**

The guidelines have been revised from when they were first published in 2023 to complement the UEFA Child and Youth Protection Policy Toolkit and further strengthen the protection in place for children and young people participating in football.

The guidelines aim to promote and ensure a safe and inclusive environment for children and young people as well as for staff and volunteers participating in any football event. The goal is to minimise the risk to children and young people and clearly indicate who is responsible for managing any allegations, complaints or safeguarding concerns.

There are a number of ways in which children can take part in football: as players, ball kids, mascots, flag carriers or spectators. All children must be protected and during events, particular attention must be paid to those attending without a parent or legal guardian, as players or part of a youth programme for example.

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# 2. SCOPE OF APPLICATION

These guidelines apply:

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during competitions, tournaments and finals;
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to child and youth protection officers, event organisers and organising committees, chaperones, volunteers and staff participating at these events;
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to alleged incidents of child abuse.

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# 3. DEFINITION OF TERMS

## These guidelines cover the following definitions:

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| ABUSE   | In child safeguarding, abuse refers to any action or inaction that causes harm to a child. It can take various forms, including physical, sexual, emotional, psychological or verbal abuse, grooming, neglect and bullying (see the section on principles and definitions in the Child and Youth Protection Toolkit).   |
| CHILD   | A child is anyone under the age of 18, as per the UN Convention on the Rights of the Child (CRC) of 1989.   |
| CHILDREN'S RIGHTS UNDER THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (1989) | Non-discrimination: All children have all the rights set forth in the CRC irrespective of their (or their parent's or legal guardian's) age, gender, sexual orientation, ethnicity, social background, religion, ability or disability or other status.   |
|   | The best interests of the child: The interests of children must be a primary consideration when assessing each law, action and decision, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies.  |
|   | The right to life, survival and development: The authorities must protect each child's inherent right to life and take all necessary measures to ensure the child's full development – physical, mental, spiritual, moral and social.   |
|   | Respect for the views of the child: Children have the right to express their views freely in all matters affecting them and those views should be given due weight.   |
| CHILD AND YOUTH PROTECTION (CYP)  | The organisation's responsibility to ensure that football is a safe, positive and enjoyable experience for all children and that all children are kept safe from harm (including abuse) when involved in football, in all capacities and at all levels. It involves both preventive actions (safeguarding) to reduce the chances of harm occurring and responsive actions aimed at ensuring that, if concerns arise, they are promptly and appropriately handled. |

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| CHILD AND YOUTH PROTECTION OFFICER (CYPO) | A designated member of an organisation’s staff who is responsible for ensuring that the child and youth protection policies and guidelines are implemented and followed.   |
| CHILD AND YOUTH PROTECTION WORKFORCE      | Chaperones and other staff or volunteers who work with children at events, usually through partners that sponsor children’s involvement as players mascots, ball kids or in other roles, such as in youth programmes.  |
| DISCLOSURE                                | A situation where a child reveals that they have been or are being abused or harmed. This can happen directly, where the child explicitly shares their experience, or indirectly, through behavioural changes or non-verbal cues.  |
| EVENT ORGANISER                           | A group or individual tasked with overseeing the development and delivery of an event, competition, tournament, match or any other football activity.  |
| POOR PRACTICE                             | Behaviours or actions of individuals in positions of responsibility that fall below the expected standards of care and protection for children. These behaviours may not necessarily be abusive, but can still create an unsafe environment or set a bad example. Poor practice can be intentional or accidental and often involves breaches of safeguarding policies or codes of conduct. |
| REFERRAL                                  | The act of submitting a report to the appropriate authorities concerning a child's safety or well-being to ensure the necessary protection and support is provided. Once a referral has been received, the authorities assess the situation to determine the level of risk and decide on the appropriate course of action, which may include further investigation or support services.    |
| REPORTING                                 | The act of formally notifying the organisation or designated individuals of any concerns, suspicions or incidents involving the safety and well-being of a child in order to guarantee timely intervention and protection.   |
| SAFEGUARDING CONCERN                      | Any worry, suspicion or evidence that a child may be at risk of any form of harm or abuse. Concerns may be identified by anyone who observes signs or has information suggesting a child’s safety or well-being is compromised.  |



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# 4. COMMITMENT AND FUNDAMENTAL PRINCIPLES

**Child and youth protection is part of the [UEFA Football Sustainability Strategy 2030](#), which is being implemented in five areas of action and includes 11 policies, each comprising measurable targets and key performance indicators.**

## 4.1 Commitment

As the governing body of football in Europe, UEFA is committed to providing a safe and empowering environment for all children to play football regardless of their age, gender, sexual orientation, ethnicity, religion, ability or disability.

## 4.2 Fundamental principles

Children have the right to be safe and protected from harm. Measures and processes must be in place to ensure that concerns can be dealt with when they arise so that children feel safe when participating in football activities.

Reducing risks relies on thorough preparations and on-site organisation, and is made possible through the cooperation, behaviour and understanding of venue staff and any work force that will interact with children during an event. Everyone involved in an event should be made aware of these guidelines and must be alert to the signs of abuse and neglect and able to report any concerns they have about a person’s behaviour in this context.

**KEEPING CHILDREN SAFE AND FOOTBALL FUN IS EVERYONE’S RESPONSIBILITY!**

## 5. KEY ROLES AND RESPONSIBILITIES

**Ensuring a shared understanding of each role at the venue is crucial and helps to ensure clear communication. Different teams coming from different organisations to work together on an event must agree on where to share information online and how to secure access for all.**

### 5.1 National associations, clubs

National associations and clubs are responsible for having a child and youth protection plan in place and a designated CYPO to safeguard children.

National associations and clubs' team managers are responsible for the behaviour of their teams, players, officials, members, supporters and any person carrying out a function at a match on their behalf. If they fail to ensure appropriate behaviour, they may be reported to UEFA for violating its disciplinary regulations.

### 5.2 Event organiser

The event organiser is responsible for planning and delivering an event, as well as developing and implementing safeguarding arrangements. For that purpose, the event organiser must ensure that a CYPO is appointed for each event. When possible, they should work alongside the CYPO to make sure that safer recruitment procedures ([Annex 2](#)) are in place for all staff, chaperones and volunteers and that safeguarding training opportunities are available.

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5.3 Child and youth protection officers ([Annex 1](#))

The CYPO acts as the event organiser’s first point of contact for any safeguarding matters. Their role is critical to creating a safe environment where children and young people of all ages and abilities can participate in football and have fun.

The CYPO is responsible for verifying, promoting and implementing an event’s safeguarding plan together with the event organiser and any staff involved in youth programmes. Any safeguarding concerns should be reported to the CYPO, who must respond to any issues raised during children’s involvement in the youth programme associated with each event.

5.4 Chaperones

Chaperones are expected to act as the responsible adult on-site. If a youth programme is being run by a partner, the same partner recruits and trains the chaperones and performs background checks. Parents expect their children to be cared for safely and sensibly. Mixed gender groups should be accompanied by at least one male and one female member of staff. For more information on supervision, see [Annex 3](#).

5.5 Visiting associations and clubs

Any officials and staff travelling with a visiting association or club hold primary responsibility for safeguarding their team. For that purpose, each visiting team must identify a child safeguarding contact and share their details with the event organiser.

# 6. KEY AREAS AND POTENTIAL RISKS FOR CHILDREN AND YOUNG PEOPLE

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| AREA   | SCENARIO AND RISK   |
|--|---|
| ACCESS AND ACCREDITATION                       | <ul style="list-style-type: none"><li>Individuals are not identified, background checks are not performed and roles are not clear</li><li>Individuals have unauthorised access to children</li></ul>  |
| ACCOMMODATION AND TRANSPORT                    | <ul style="list-style-type: none"><li>Inappropriate sharing of rooms and bathrooms between children and adults</li><li>Free access to unsuitable TV programmes (harmful content)</li><li>Safety cannot be guaranteed when travelling by public or private transport</li></ul>   |
| CATERING AND SNACKS                            | <ul style="list-style-type: none"><li>Children are not provided with adequate healthy food and water and, as a result, are at increased risk of physical health problems</li></ul>  |
| CONDUCT  | <ul style="list-style-type: none"><li>Inappropriate language and behaviour, malicious and misplaced allegations, poor practice</li><li>Bullying, discrimination, violence, neglect and other forms of abuse</li></ul>   |
| CONSENT FROM PARENTS/ GUARDIANS – REGISTRATION | <ul style="list-style-type: none"><li>Parents/guardians have not consented to their child participating</li><li>Event organiser cannot register children to participate</li><li>No legal protection</li><li>Partners or organisers sharing more than the necessary information (e.g. health information) with the CYPO to ensure participating children are given adequate care</li></ul> |
| MEDICAL  | <ul style="list-style-type: none"><li>No medical information collected</li><li>Children at risk in the event of an emergency, injury or other incident</li></ul>  |

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| AREA  | SCENARIO AND RISK  |
|---|--|
| PRIVACY – CHANGING ROOMS  | <ul style="list-style-type: none"><li>Children are not guaranteed access to dedicated, private changing rooms and toilets</li><li>Adequate and appropriate supervision is not provided</li></ul>   |
| RECRUITMENT AND TRAINING  | <ul style="list-style-type: none"><li>Workforce recruited, but not vetted or trained</li></ul>   |
| RIGHTS RELEASE (MEDIA, PHOTOGRAPHY, FILMING) – ONLINE PROTECTION AND SAFETY | <ul style="list-style-type: none"><li>No official parental authorisation to use images of children</li><li>Inappropriate online material or unsolicited messages</li><li>Children forced to speak to media or filmed without permission</li><li>Media, peers or others violate a child’s boundaries by taking inappropriate photos</li></ul> |
| SUBSTANCE ABUSE   | <ul style="list-style-type: none"><li>Use of illegal substances such as tobacco, alcohol, drugs or performance-enhancing substances that could lead to serious health problems and poor performance</li></ul>  |
| SUPERVISION   | <ul style="list-style-type: none"><li>Inadequate ratio of children to adults or of male and female chaperones, volunteers or staff, resulting in children being left unsupervised</li><li>Increased risk of children accidentally being separated from the group or team and becoming lost or abused</li></ul>                               |
| TRAINING/PLAYING  | <ul style="list-style-type: none"><li>Inappropriate type or intensity of training sessions</li></ul>   |
| VENUE ARRIVAL/DEPARTURE   | <ul style="list-style-type: none"><li>No agreed drop-off or pick-up points</li><li>No designated person in charge</li><li>Inadequate security plan, safety cannot be guaranteed</li></ul>  |

# 7. HOW TO ENSURE A SAFE ENVIRONMENT AT YOUR EVENT

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**At larger events involving more than one club or association, event-specific guidance should be developed and implemented. As a minimum, the event organiser must:**

- share the CYPO’s name, contact details and information on their role and responsibilities with the public ([Annex 1](#));**
- verify that the appropriate safer recruitment procedures have been applied for all workforce involved in the event ([Annex 2](#));**
- make sure that any staff member who will interact with children has signed the specific code of conduct; a code of conduct for children should be shared with participants as well ([Annex 4](#));**
- make sure that the appointed CYPO is appropriately trained and supported in developing and implementing the event risk assessment ([Annex 5](#));**
- make sure a referral flow is in place and shared with the workforce.**

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As a minimum, the event workforce must:

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|  | have completed the UEFA online courses on awareness-raising and safeguarding for staff on <a href="https://uefa.com/sustainability/child-and-youth-protection">uefa.com/sustainability/child-and-youth-protection</a> ; |
|  | know who the CYPO is for the event;   |
|  | have signed the applicable code of conduct and be aware of their duties and responsibilities;   |
|  | have read and familiarised themselves with the practical advice provided in the 11 actions leaflet ( <a href="#">Annex 12</a> ), which can be distributed and hung up on-site;  |
|  | have completed an event risk assessment together with other relevant staff members, for example the commercial operations manager or the security manager, under the direction of the CYPO ( <a href="#">Annex 5</a> ); |
|  | know the referral flow as well as how to recognise signs of abuse and report any concerns ( <a href="#">Annex 11</a> ).   |

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# 8. PREVENTIVE MEASURES

## 8.1 Safer recruitment ([Annex 2](#))

Staff, chaperones and volunteers are appointed or employed across a variety of roles, some of which may require them to work or interact with children at various times throughout the event.

In addition to the staff working at the venue, other roles may involve interacting with children.

For example, drivers may be employed to transport children to youth tournaments or youth programmes run by partners in different cities or countries.

Safer recruitment policies should always be followed when employing any staff who may have contact with children.

This ensures that everyone recruited is suitable to work with children and that any risks are managed effectively.



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8.2 Supervision and lone working ([Annex 3](#))

Lone working should be avoided. While this is not always possible, adults should always work in a way that allows them to be observed by others. There should always be an appropriate level of supervision, but consideration may be given to the context, ages and abilities of the children.

Any schedule changes or applicable entrance checks during the day should be promptly communicated to parents and guardians to ensure that no child is left unattended. The team must be informed, for example, if a child is being picked up by parents or not travelling on the team bus. If parents or guardians cannot collect their child, they must inform the team in advance and provide details of the designated person responsible for pick-up.

8.3 Codes of conduct for staff, volunteers, parents and children ([Annex 4](#))

**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.

Please see Annex 4 for sample codes of conduct for staff, children, parents and guardians. For more information, see the section on codes of conduct in the CYP Toolkit.

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## 8.4 Event risk assessment checklist ([Annex 5](#))

An event risk assessment should be conducted to cover any potential risks that could jeopardise the health, safety and well-being of children.

Any action needed to manage or minimise a risk should be named for each case. If risks cannot be reduced and remain high, the event organiser should cancel the event.

## 8.5 Consent and permission forms (parental consent and health information form) ([Annex 6](#))

**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.**

The form gives parents and guardians peace of mind that their child will be well 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 is for a tournament or a one-off event. A consent form for an event should include detailed information about the activities the child will take part in.

## 8.6 Trips and overnight stays ([Annex 7](#))

**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 guardians 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 any misunderstandings.**

The team will always take responsibility for their participants while at the accommodation. No personal cars (e.g. those belonging to event staff) should be used to transport participants during the event, unless the child's parents have given their permission. Drivers are considered part of the CYP workforce and should be hired and trained accordingly.

For more information, see the section on trips and overnight stays in the CYP Toolkit.

## 8.7 Privacy and safe use of changing rooms

Children are entitled to privacy, especially in sensitive areas such as changing rooms. Whether they are participating as players in a youth tournament or taking part in an event as ball kids, mascots, ceremony participants, referee assistants or flag carriers, changing rooms are spaces where they may be particularly vulnerable.

Ensuring access to dedicated changing facilities or implementing specific timeslots allows children to use these areas with adequate supervision. Changing rooms and bathrooms must remain strictly off-limits to unauthorised individuals and media representatives before, during and after the match or event. Additionally, mobile phones and recording devices should be turned off in these areas to protect privacy.

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Children’s privacy must also be safeguarded when medical or first aid intervention is required. If medical or intimate care is provided, children and young people should have the option to be accompanied by a person of their choosing – whether another child or adult – to prevent lone working situations and provide an added layer of security.

### **8.8 Missing child protocol ([Annex 8](#))**

During an event, it is the duty of the designated team and/or event organiser to oversee the safety and whereabouts of minor players and participating children. They must ensure that participants are supervised at all times. 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, a photograph.

### **8.9 Media, photography, filming – online protection and safety ([Annex 9](#))**

Special efforts must be made to protect children during events, even if their parent or guardian has signed a rights release form. Participants must not be forced to speak to the media or the communications manager of the organiser or partners. If they choose to, they should not be left on their own or unsupervised during the interview. UEFA’s Media Operations and Services departments have issued a media code of conduct and sanctions may be imposed by UEFA at the time of the misconduct or retrospectively. It is recommended that event organisers restrict the use of social media and communication apps to what is strictly necessary in all activities involving children and young people.



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If online communication tools are used, interactions should be with parents and guardians rather than directly with children.

This approach aims to:

- **avoid encouraging children to sign up to apps and social media platforms;**
- **reduce the sharing of children’s contact details;**
- **ensure adult oversight of all communications.**

**In addition, children and young people should be made aware of online abuse, how to protect themselves and the importance of reporting any abusive or concerning interactions, both online and offline. Football benefits greatly from digital and online technology. Footage can be recorded for performance development and analysis and sharing photos, videos and posts on the internet or social media is an effective way to promote football activities, celebrate achievements and provide updates. However, digital and online technology also pose a potential risk to both adults and children.**

For more information, see the section on online protection in the CYP Toolkit.

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8.10 Access and accreditation (identification)

Event organisers and the CYPO or person responsible for the chaperones must have a list of all participating children, including their name and their parent or guardian’s contact details. An identification system (bibs, wristband, etc.) should also be in place to ensure that participants can be identified and tracked at any moment during an event. This is vital in case of unexpected issues, incidents or injuries.

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

The parental consent and medical information form and the rights release form provide all the necessary information about each child to enable the workforce to create a safe and fun experience for all. Staff must be accredited and wear photo identification badges indicating their name and role to ensure they are easily identifiable.

8.11 Food and beverages

Organisers must ensure that children are provided with sufficient nutritious food, snacks and water, taking into account the duration of their stay, weather conditions and any specific concerns such as allergies or intolerances.



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# 9. RESPONSIVE MEASURES

## 9.1 Reporting concerns ([Annex 10](#))

Reporting concerns about child abuse is vital to ensure the child’s immediate safety and well-being. Prompt action can prevent further harm and ensure the necessary support and intervention, such as medical care and counselling. It also fulfils legal obligations to report and investigate allegations, helping to maintain trust in the organisation hosting the event. Additionally, a thorough and fair investigation respects the rights of all parties involved, ensuring first and foremost, justice and protection for the child.

For more information, see the section on reporting concerns in the CYP Toolkit.

## 9.2 Allegations against event staff or volunteers

Any allegations or concerns about young people being abused by staff or volunteers must be reported to the CYPO or the event organiser, who will refer the issue to the relevant workforce manager. The event organiser will have overall responsibility for deciding if the individual should remain at the event or have their accreditation cancelled.

## 9.3 Recognising signs

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 someone else reports it, but often the clues or signs that something may be wrong are subtle.

For more information, see the section on recognising signs and symptoms of abuse in the CYP Toolkit.

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## Raising concerns (referrals) ([Annex 11](#))

Although preventive actions will reduce the likelihood of a child being harmed in a football environment, situations may still arise that cause concern. It is not the responsibility of the CYPO or anyone else within the organisation to determine whether poor practice or abuse has occurred, but rather, everyone is responsible for reporting concerns to the appropriate authorities and following established procedures.

For this reason, the list of event-specific and local emergency contacts (CYPO, security manager, ambulance, local police department, child helplines) must be available to the workforce.

For more information, see the referral flow chart in the CYP Toolkit.

Following the event, the CYPO, together with the commercial operations manager (if the youth programme is organised by a partner), will inform the sports organisation so that the concern can be investigated and disciplinary proceedings can take place. In some major cases, the appropriate agencies or police department must be informed, in accordance with domestic legislation.

For more information, see the section on reporting in the CYP Toolkit.

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## 1. Child and youth protection officer

Child and Youth Protection Event Guidelines

UEFA

### CHILD AND YOUTH PROTECTION OFFICER

1. A child and youth protection officer (CYPO) must be appointed by the event organiser for any event involving children, whether the children are participating as players, ball kids, mascots, flag carriers or ceremony participants.
2. The CYPO should work together with the event organiser to put in place a child and youth protection plan for the event and act as the main point of contact for any safeguarding concerns.
3. The CYPO's contact details must be shared with all chaperones, staff and volunteers involved in the event.

| The CYPO's duties and responsibilities are as follows:   |
|--|
| Ensuring that the child and youth protection plan is shared with the event organiser managers and any partners and clubs involved in the recruitment of children for youth programmes  |
| Making sure that the child and youth protection workforce is recruited according to safer recruitment procedures and that background checks are performed, self-declarations are collected and codes of conduct are signed                   |
| Providing safeguarding training opportunities to the child and youth protection workforce involved in the event  |
| Collecting parental consent forms, medical information and rights release forms for each participating child   |
| Knowing and being included in the referral flow defined by the event organiser in case of concerns and sharing it with the child and youth protection workforce  |
| Taking part in an on-site walk-through and completing a risk assessment together with the event organiser and the child and youth protection workforce in order to ensure that everybody is familiar with the location, procedures and tasks |
| If applicable, ensuring that parents or legal guardians sign a code of conduct   |
| If feasible, producing a specific code of conduct for children that makes clear the behaviour expected of them and their protected rights  |
| Establishing contact with local authorities and civil society organisations with expertise in child safeguarding and law enforcement, so that information is available if an incident occurs or external advice is needed                    |
| Receiving, responding to and managing any child safeguarding issues that arise at or following the event   |
| Keeping an accurate record and report of any incident  |

For more information, see the section on child and youth protection officers in the Child and Youth Protection Toolkit.

## 2. Safer recruitment

Child and Youth Protection Event Guidelines

UEFA

### SAFER RECRUITMENT

|                                       |  |
|---------------------------------------|--|
| Candidate profile                     | Identify the skills and knowledge required to safely work with children and include these in the profile.  |
| 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.  |
| Self-declaration                      | If a background check cannot be performed, applicants should fill out and sign a self-declaration, confirming their suitability to work with children and that they have had no involvement in any child safeguarding issues   |
| Reference checks                      | Two professional references should be provided. References should always be requested directly from the referee via email, post or phone. 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.  |
| Police background checks              | Police background checks should be requested by the event organiser. If a police background check is necessary, it should be obtained from the country where the individual currently resides and any countries where they have previously worked.   |
| Code of conduct                       | All staff and volunteers (including managers, coaches and officials), and anyone working directly with children, should sign a code of conduct. The code should be explained to them to ensure they understand the expected behaviours. It should be signed in the presence of a witness.  |
| Induction                             | New recruits should undergo training as soon as possible after starting work. At a minimum, any staff, volunteer or chaperone who will interact with children must take online courses on child safeguarding and provide certificates of successful completion. In-person training courses with an expert can also be organised when feasible. The workforce should also take part in an on-site walk-through to familiarise themselves with the locations, procedures, roles and risks. They must all receive the name and contact details of the child and youth protection officer. |

For more information, see the section on safer recruitment in the Child and Youth Protection Toolkit.

## 3. Supervision

Child and Youth Protection Event Guidelines

UEFA

### SUPERVISION

**Before any activity, it is crucial to minimise the risks associated with the location, training facilities and equipment by conducting a risk assessment and following local health and safety legislation and guidelines. Children must be supervised at all times to prevent accidents, as the likelihood of incidents increases without adequate adult supervision.**

Determining the right level of supervision can be challenging, but it is essential to have enough qualified staff and volunteers present to ensure the children's safety. While it might not always be possible to adhere to the recommended ratios, every effort should be made to provide the best possible supervision. Typically, the younger the children and the more challenging the activity or environment, the greater the number of adults needed to supervise them.

The following 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   |

If children have special needs, additional supervision and support may be required.

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 and 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, an adult should not be left alone with children, but if it is unavoidable, the adult should remain in visible areas, inform another staff member and leave doors open.

| When determining whether the supervision ratio is appropriate, it is important to consider the following: |
|---|
| The number of children and their ages   |
| Whether any of the 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 for away matches or other activities such as training camps, especially if they involve an overnight stay. A **risk assessment** is recommended for any activity that involves taking children to a new venue or location. The purpose of the risk assessment is 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.

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## 4. Codes of conduct (staff, parents and guardians, children and young people)

Child and Youth Protection Event Guidelines

UEFA

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

|  |                            |
|--|----------------------------|
| I have read and understood the above code of conduct.<br><br>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. | NAME:                      |
|  | POSITION AND ORGANISATION: |
|  | SIGNATURE:                 |
|  | PLACE AND DATE:            |
| Witnessed by<br><br>(Child and youth protection officer or other appropriate witness)  | NAME:                      |
|  | POSITION AND ORGANISATION: |
|  | SIGNATURE:                 |
|  | PLACE AND DATE:            |

Child and Youth Protection Event Guidelines

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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.

|   |                 |
|---|-----------------|
| 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. | Name:           |
|   | Signature:      |
|   | Place and date: |
| 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.                                 |                 |
|   |                 |
|   |                 |

Child and Youth Protection Event Guidelines

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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.<br><br>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. | Name:           |
|   | 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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## 5. Event risk assessment (+ sample checklist)

Child and Youth Protection Event Guidelines

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EVENT RISK ASSESSMENT

Event:

Name of organisation:

| TOPIC AND EXPECTATION  | LIKELIHOOD<br>(L=LOW, M=MEDIUM, H=HIGH) |   |   | RISK  | MEASURE(S)<br>IN PLACE | ACTION<br>REQUIRED | BY<br>WHEN | BY<br>WHOM |
|--|---|---|---|---|------------------------|--------------------|------------|------------|
|  | L                                       | M | H |   |                        |                    |            |            |
| <b>PROTOCOL</b><br>Child and youth protection plan for the event that includes preventive and responsive measures developed and implemented.   |   |   |   | Failure to provide a safe environment for children and clear guidelines for staff and volunteers.                       |                        |                    |            |            |
| <b>STAFF CHECKS</b><br>Background checks of all staff, chaperones and volunteers working with children.<br><br>If a background check cannot be performed, a self-declaration should be signed. |   |   |   | Placing individuals with a history of inappropriate behaviour or criminal activity in positions of trust with children. |                        |                    |            |            |
| <b>CODES OF CONDUCT</b><br>Code of conduct signed by all staff, chaperones and volunteers (and parents/guardians, if applicable) to agree on the behaviour that is expected.                   |   |   |   | Inappropriate or harmful behaviour by adults.   |                        |                    |            |            |

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## 6. Parental consent and health information form

Child and Youth Protection Event Guidelines

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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## 7. Trips and overnight stays

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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 be involved. Meetings are essential to exchange information and share rules and codes of conduct with accompanying adults and participants.

|   |
|---|
| The following rules for 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 for accompanying adults and participants.  |
| A safeguarding officer should be appointed and known to the entire group.   |
| Each person in the group must sign a code of conduct.   |
| A contact person within the organisation should also be appointed for both the participants and their families.   |
| Accommodation arrangements should be made in advance and 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 that 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.  |

ROLE OF 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 any 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.

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. In such instances, they must be included in the pre-trip meeting.

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## 8. Missing child protocol

Child and Youth Protection Event Guidelines

UEFA

MISSING CHILD PROTOCOL

During an event, it is the duty of the designated team and/or event organiser to oversee the safety and whereabouts of participating children and any other minors. They must ensure that participants are supervised at all times. 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, a photograph.

A missing child protocol should 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 filled or errors 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 accordingly.

## 9. Media and rights release

Child and Youth Protection Event Guidelines

UEFA

MEDIA AND RIGHTS RELEASE

Clear communication with the media is essential in relation to press coverage of any activities, as it can contribute to effective child and youth protection efforts. The following guidelines should be followed:

|                              |  |
|------------------------------|--|
| Consent for photos           | Ensure that parents/guardians and children consent to the use of their photos. Identify any children who have not given permission in advance.   |
| Communication with the media | When interacting 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 of children          | Ask the media not to print or publish private information about children, such as their addresses.   |
| 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 photos, videos or 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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10. Reporting form

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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?

Yes

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:

11. Referral flow chart



12. 11 actions

RESPECT

3x11 ACTIONS FOR RESPECT

WHAT IS IT?  
An 'easy-to-use' visual for UEFA staff, volunteers and partners working on events to reduce the environmental impact of UEFA events and provide support to the general public.

WHY?  
Individual and everyday habits sound insignificant, but collectively and cumulatively over the years they help reduce our environmental impact.

HOW CAN I CONTRIBUTE?  
Understand and apply the actions, act as an ambassador, embrace the challenge to make a difference. It is everybody's responsibility.

11 ACTIONS TO RESPECT THE ENVIRONMENT

CHOOSE SUSTAINABLE TRANSPORT  
Choose to walk, cycle or use public transport to travel to the venue/stadium.

CONSIDER CARPOOLING  
Please don't travel alone in your car - carpooling is a great way to reduce congestion, save money, share costs, and enjoy someone else's company.

CHOOSE PLANT-BASED OPTIONS  
Consider alternatives to meat, like plant-based food.

BE AN AMBASSADOR  
Be a (green) rolemodel and encourage to protect our environment.

MONITOR HEATING CONSUMPTION  
Green doors to have energy (heating or A/C), regulate the thermostat, and add or remove a layer of clothes if you get hot or cold.

BE AN AMBASSADOR  
Be a (green) rolemodel and encourage to protect our environment.

11 ACTIONS TO RESPECT PEOPLE

RESPECT OTHERS  
Foster a culture of respect and dignity in the workplace.

VALUE DIVERSITY  
Establish diverse teams and working environments.

USE INCLUSIVE LANGUAGE  
Use language that makes everyone feel included, acknowledges diversity and conveys respect.

ENGAGE IN ACCESSIBILITY  
Be attentive to accessibility issues and the needs of disabled colleagues and supporters.

SPEAK UP!  
Report all cases of discrimination and abuse.

PROTECT CHILDREN AND YOUNG PEOPLE  
Be attentive to children and young people in your vicinity.

TAKE CARE OF YOUR BODY  
Promote healthy options and healthy lifestyles (food and drink).

TAKE CARE OF YOUR MIND  
Be considerate of your mental health, and that of those around you.

KNOW YOUR RIGHTS  
Read up on your working regulations.

ADVOCATE FOR FAIR PLAY  
Report cases of corruption and fair play problems.

WORK AS A TEAM  
Emphasize collaboration, support and teamwork as core principles in the workplace.

MIND YOUR LANGUAGE  
Communicate in a way that is respectful, inclusive and easy to understand.

11 ACTIONS TO PROTECT CHILDREN

BE ATTENTIVE AND VIGILANT  
Always ensure the children are properly supervised. All supervisors must know where the children are at all times.

BE PROACTIVE IN EMERGENCIES  
Be alert to any danger or security threat. If something happens, always notify the event's disaster and medical guidelines and call security and/or emergency services.

MAINTAIN SAFE AND APPROPRIATE CONTACT  
Do not have physical contact with any child that has not been appropriate gesture. A child should never be alone with an adult.

RESPECT PRIVACY  
Respect the privacy of children in bathrooms, accommodation and other areas.

REPORT IT!  
Report any concerns to the event's child and youth protection officer or to your manager.

PROTECT THEIR WELLBEING  
Ensure safety and welfare. Keep a record of any concerns and report them to the child and youth protection officer and other colleagues on-site.

CHAMPION GOOD NUTRITION  
Communicate an environment for healthy eating and prevent substance abuse.

MITIGATE WEATHER RISKS  
Ensure children are protected against extreme weather conditions.

ENSURE YOU HAVE TRAINING  
Complete the online child and youth protection awareness training as well as on the course for staff or as introduction to safeguarding.