



1.3 Self-evaluation form

This form can be used to evaluate progress on implementing safeguarding procedures and processes. It is not an audit and should ideally be completed by the child safeguarding focal point, together with other club/organisation staff members. The form can be used in the development of an action plan to improve safeguarding practices and monitor progress.

Self-evaluation form	Date form completed: _____				
Action	In place/met	Partly met	Not met	N/A	Comments – give reasons. If action not applicable (N/A), say why
CHILD SAFEGUARDING POLICY (CSP)					
Organisational commitment to safeguard children in all aspects of your organisation's work					
Child safeguarding policy signed off and approved by the highest level of your organisation					
Child safeguarding policy includes reference to principles, legislation and guidance that underpin the policy, e.g. definitions of abuse					
Child safeguarding policy is clearly written, easy to understand, and produced in different formats, e.g. for children, parents					
CHILD SAFEGUARDING FOCAL POINT (CSFP)					
An identified member of staff in your organisation is responsible for taking the lead on child safeguarding (child safeguarding focal point)					
The CSFP is trained					
The CSFP's contact details are available for children, teenagers and anyone else seeking guidance on what action to take if there are concerns about a child's safety or well-being, both within and outside the organisation					
RECRUITMENT AND TRAINING, BEHAVIOUR					
Safer recruitment/employment checks procedure					
Safer recruitment/employment checks conducted in line with procedures					
Training/orientation on child safeguarding and CSP provided to all staff, volunteers and other relevant people					

Child Safeguarding Toolkit for UEFA member associations
Goal 1: Laying the foundations for safeguarding

Action	In place/met	Partly met	Not met	N/A	Comments – give reasons. If action not applicable (N/A), say why
Regular training on special responsibilities in safeguarding					
Update/refresher training provided for all staff/volunteers on child safeguarding and CSP					
Written guidelines for behaviour (codes of conduct) containing statements about treating people with respect, as well as guidance and statements on expectations for keeping children and teenagers safe during football activities, which all staff are expected to familiarise themselves with and comply with					
ENGAGEMENT WITH CHILDREN AND PARENTS					
Child safeguarding orientation/training provided for children					
Child safeguarding orientation/training provided for parents					
Awareness-raising materials on child safeguarding produced in child-friendly formats					
Code of conduct for parents signed by parents					
Code of behaviour developed and signed by children					
Children and parents know how to contact CSFP					
ENGAGEMENT WITH PARTNERS AND SUPPLIERS					
CSP policy is an integral part of any partnership/membership/supplier agreements					
Awareness-raising/training provided for partners and suppliers					
WORKING SAFELY					
Risk assessment conducted for activities					
Clear process for cancelling activities where not safe, e.g. when should be done					
Consent forms signed by parents and children					
Procedure/policy regarding supervision and overnight trips					
Procedure/policy regarding use of technology and social media					
Procedure/policy regarding changing rooms, treatment, etc.					
Procedure/policy for media					



Action	In place/ met	Partly met	Not met	N/A	Comments – <i>give reasons. If action not applicable (N/A), say why</i>
RESPONDING TO CONCERNS AND WORKING WITH OTHERS					
Clear procedures that provide guidance on what action to take if there are concerns about a child’s safety or well-being, both within and outside the organisation, e.g. how/when to escalate a concern, cf. referral flowchart					
Contacts are established at a national and local level with relevant child protection agencies and NGOs providing safeguarding support and advice as needed					
Names and contact details of child protection agencies, police and other organisations are available to report cases					
Coordination/agreement with agencies regarding reporting procedures					
Reports of concerns/all referrals are recorded and stored securely					
Follow-up of cases referred undertaken/ ongoing liaison					
MONITORING EFFECTIVENESS					
Action plan for embedding child safeguarding in your organisation developed and agreed					
Action plan for improving child safeguarding in your organisation regularly reviewed and updated					
Child safeguarding actions reviewed (self-evaluated) regularly					
Lessons learned from child safeguarding incidents fed into revised procedures and processes					
Outside/independent evaluation of child safeguarding procedures and processes					