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Enlarged Partial Agreement on Sport (EPAS)

SPORT FEDERATIONS EVALUATION TOOL



Sport Federations Evaluation Tool

This evaluation tool **aims** to help sport federations to assess their safeguarding policy. It can be used in two ways: a) before any safeguarding policy has been implemented, to assess the needs of the sport federation and/or, b) after a safeguarding policy has been implemented for a certain period of time.

This evaluation tool is **organised in two sections**: Part A: A checklist with obligations (based on the sport federation's safeguarding policy documents, and the Cyprus' Sport Organisation (CSO) Action Plan) and good practices. Part B: An overall evaluation of the sport federation.

Name of the Sport Federation:				
Name(s) of person (s) performing the evaluation:				
Job title (s)/position (s):				
Evaluation period:				
PART A: CHECKLIST				
Description of Topic/Action (1 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
Safeguarding Officer				
1. There is a Safeguarding Officer at the federation.				
2. The Safeguarding Officer's primary responsibility is safeguarding, and they do not have other duties (recommended)				
3. The Safeguarding Officer has safeguarding experience upon their appointment (recommended).				
4. The Safeguarding Officer receives safeguarding training.				
5. The federation's relevant stakeholders are aware of the Safeguarding Officer role within the federation.				
6. All relevant stakeholders have the contact details of the Safeguarding Officer.				
7. Children know how to contact the Safeguarding Officer and understand what support they can provide.				

8. Parents and legal guardians know the contact details and role of the Safeguarding Officer.				
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Description of Topic/Action (2 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
Safeguarding policy, codes of conduct/ethics				
1. The federation has a Child Safeguarding Policy in place.				
2. The Policy has been approved by the Board of Directors of the federation.				
3. The Policy states clearly the federation’s responsibility for ensuring child safeguarding.				
4. The Policy states clearly the federation’s responsibility for creating an inclusive and enjoyable environment for children to practise sport.				
5. The Policy includes reference to safeguarding principles and the legal framework (definitions of abuse and relevant legislation are included).				
6. The Policy is clearly written and easy to understand.				
7. The Policy is available on the federation’s website.				
8. The Policy has been distributed to all relevant stakeholders, including staff, parents/guardians, and children.				
9. The federation has a Code of Ethics that aligns with the Cyprus Sports Organisation Code of Conduct.				

Description of Topic/Action (2 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
10. There is a Code of Conduct for coaches and Volunteers.				
11. There is a Code of Behaviour for Children.				
12. There is a Code of Behaviour for parents/legal guardians and spectators.				
13. All staff and volunteers sign the Policy and Codes of Conduct upon appointment (recommended).				
14. The Code of Behaviour of parents/legal guardians has been disseminated to them.				
15. The Code of Behaviour for children has been disseminated to them.				

Description of Topic/Action (3 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
Safe recruitment and training				
1. There is a safe recruitment procedure in place.				
2. The federation keeps a record of (a) clean record certificates and (b) exclusion certificates from the sex offenders list, according to the procedure and the law.				
3. Safe recruitment checks are conducted according to the law and the federation's procedure.				
4. All relevant stakeholders (trainers, coaches, volunteers) in contact with children have received safeguarding training.				
5. The federation keeps a training record.				
6. Relevant stakeholders receive, or are scheduled to receive, training at least every three years.				
7. Training for relevant stakeholders considers the specificities of the sport organised by the sport federation.				
8. Guidance on child safeguarding is provided to children.				
9. Training and guidance on safeguarding is provided to parents/legal guardians.				

Description of Topic/Action (4 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
Safe environment				
1. Risk assessments are conducted for both day-to-day activities and competitions/events (recommended).				
2. There is a safeguarding action plan in place for competitions and events (recommended).				
3. There is a procedure in place for "away days and overnight trips" (recommended).				
4. There is a procedure in place for "safe use of lavatories, showers and changing rooms".				
5. There is a procedure in place for "safe use of social media, images and technology".				
6. There is a "staffing/ratio of children and supervisors" procedure in place (recommended).				

Description of Topic/Action (5 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
Case reporting and management				
1. There is a case reporting and management procedure in place.				
2. Guidance on how to respond to a child's disclosure of sexual abuse is in place and known to all relevant staff.				
3. A procedure for reporting concerns about sexual abuse and other forms of abuse is in place.				
4. Case-report forms are available to all relevant stakeholders.				
5. Contacts have been established between organisations and local agencies (police, Social Welfare Services, Cyprus Sport Organisation and other support bodies/services).				

Description of Topic/Action (6 of 6)	Completed	Not completed	Partially completed	Current status, reasons for no or partial completion
Monitoring and evaluation				
1. The child safeguarding policy, procedures and codes are periodically reviewed and updated.				
2. Training records are regularly reviewed and updated				
3. Criminal and sex offenders list records are reviewed and updated every two years.				
4. An independent evaluation of child safeguarding measures is conducted periodically by a third party (recommended).				
PART B: OVERALL EVALUATION				
<p>Please list any additional actions completed that are not mentioned in Part A:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. <p>State two changes or adaptations that would improve the sport federation's commitment to child safeguarding.:</p> <ol style="list-style-type: none"> 1. 2. 				