**BRONZE LEVEL CRITERIA FOR PCSOS LABEL**

The Bronze Level is designed for organizations that meet the minimum safety standards in child protection. This level requires the basic training of coaches and referees who work with children and the establishment of fundamental institutional mechanisms.

**1. Development of a Child Protection Procedure**

* The organization must have a child protection procedure tailored to its area of activity and officially published.
* This procedure should adopt a child-centered approach and include principles such as protection against physical, emotional, sexual, and economic abuse, prevention of neglect, and the creation of safe sporting environments.

**2. Training Practices**

* The organization must provide basic child protection training at least once a year to all coaches and referees who work directly with children.
* The training content must cover the following key components:
	+ The importance of child protection and legal responsibilities
	+ Common risks encountered in sport
	+ Steps to be taken in case of violations
* The following documents must be submitted in full to prove that the training has been implemented:
	+ Participant list (name, surname, role)
	+ Training presentation or content file
	+ At least one photo taken during the training (video recording if available)
	+ Document showing the duration and scope of the training

**3. Appointment of a Child Protection Officer**

* At least one Child Protection Officer must be appointed within the organization.
* The role description of this person must be clearly defined and uploaded to the PCSOS system along with the following documents:
	+ Role description and responsibilities
	+ Contact information
	+ Certificates of completed child protection training
* The officer's name, role description, and contact information must be visibly announced on internal notice boards and digital platforms of the organization.

**4. Complaint and Reporting Mechanism**

* The organization must establish an accessible, clear, and understandable complaint mechanism.
* This mechanism must be easily reachable by children, parents, and other stakeholders, and its usage instructions must be published on both written and digital platforms.

**For institutions initiating basic child protection practices, the areas to be documented and types of evidence required are as follows:**

**1. Child Protection Procedure**

* **Document Type to Upload:** PDF or Word file
* **Content:** The officially approved, published, and implemented child protection procedure of the organization
* **Specifications:** Must be approved by an authorized signatory, including effective date and revision information

**2. Training Practices**

* **Participant List** (Excel or PDF)
	+ Must include name, role, training date, and a signature field
* **Training Presentation / Content** (PDF or PowerPoint)
	+ Should contain the materials used in training, topics covered, and time allocation
* **Photo or Video Evidence** (JPEG, MP4, etc.)
	+ Visual documentation of the training activity
* **Training Report** (PDF)
	+ Must include trainer's name, training date, content summary, and number of participants

**3. Appointment of Child Protection Officer**

* **Appointment Letter** (PDF)
	+ Must be in official letter format, signed by an authorized person from the organization
* **Role Description** (PDF or Word)
	+ Must clearly define authority, responsibilities, operations, and reporting obligations
* **Training Certificate** (PDF or image)
	+ Document proving that the appointed officer has completed child protection training
* **Announcement Document** (photo, poster, or screenshot)
	+ Internal bulletin board notice, website post, or social media announcement

**4. Complaint Mechanism**

* **Complaint Process Instructions** (PDF)
	+ Prepared in clear and simple language, explicitly stating how, where, and to whom complaints can be made
* **Visual Announcements** (JPEG, PNG)
	+ Photos of complaint boxes, digital platform notices, or directional signage within the organization

**BRONZE APPLICATION CHECKLIST**

| **Criteria** | **Description** | **Required Supporting Documents** | **Status (✓ / X)** |
| --- | --- | --- | --- |
| Child Safeguarding Procedure | Officially approved and published procedure | PDF file of the procedure |  |
| Training for Coaches and Referees | At least one basic child protection training per year | Attendance list, training materials, photo/video |  |
| Training Participation Records | Signed list of participants with roles and dates | Excel or PDF |  |
| Training Report | Summary of content, trainer, date, participants | PDF report |  |
| Appointment of Child Safeguarding Officer | Designated officer with clear duties and responsibilities | Appointment letter, role description, contact info |  |
| Officer’s Training Certificate | Certificate proving completion of safeguarding training | PDF format |  |
| Complaint Mechanism | Clear and accessible procedure made public | Procedure document, signage or screenshot proof |  |
| Annual Complaint Report | Summary of received complaints and actions taken | PDF summary report |  |
| Declaration of Honor | Signed by President or Board on behalf of the organization | Signed and stamped PDF document |  |