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**Safeguarding Risk Assessment 2023-2024 Season**

**This risk assessment has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA’s Safeguarding Checklist.**

* **It is intended to support Cambridgeshire FA and Affiliated Clubs making safeguarding risk assessments where they are providing or commissioning activities for children and young people and adults at risk and/or where facilities are being hired by outside organisations.**
* **It is intended to help Cambridgeshire FA and Affiliated Clubs ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of activities specifically for under-18s or adults at risk in disability football.**
* **The Event Leader will complete the Risk Assessment and will be signed off by the Leader and Club Welfare Officer.**
* **Risk Assessment will be reviewed by Event Leader, Club Welfare Officer and County DSO/Deputy DSO within 7 days following the event.**
* **Where facilities are being hired or delivery partners are being used, the Risk Assessment will be jointly owned with safeguarding responsibilities being identified as part of any contract of hire or Service Level Agreement (SLA)**

**Activities run by a Cambridgeshire FA Affiliated Club, the Event Leader will complete the Risk Assessment and will be signed off (wet signature – not electronic) by the Event Leader and Club Welfare Officer and then forward onto County DSO to check details.**

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**Safeguarding Risk Assessment 2023-2024 Season**

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| **Date of Assessment** |  |
| **Title of Event** |  |

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| **Date(s) and Venue details of Activity/Event** | **Date Start Time**  **Venue Details Finishing Time** |
| **Police Aware of Date of Event** | **Date Police Notified Name of Individual who informed Police of Event** |
| **St Johns/Red Cross Aware of Date of Event** | **Date Notified**  **Name of Emergency Aid Lead St Johns / Red Cross** |
| **Lead Delivery / Event Organisation** | **Name Email**  **Address Mobile Number** |
| **Lead Organisation Contact(s)** | **Name DBS Date**  **Email Address SCW Date**  **Telephone Number EFA Date** |
| **Venue Point of Contact Safeguarding / Access / Contract**  **County DSO Contact** | **Name**  **Contact Information**  **Diane Bradshaw 01223 209021 / 07944 746853** [**Safeguarding@cambridgeshirefa.com**](mailto:Safeguarding@cambridgeshirefa.com) |
| **Location**  **(GPS co-ordinates)** |  |
| **Defibrillator location**  NB: Information on this can be found  via **heartsafe.org.uk** | **Location Are all persons aware of location YES / NO**  **Code**  **Battery Replacement Date** |
| **Identify location of any**  **access barrier keys** |  |
| **Emergency vehicle access** |  |
| **Landing location for air ambulance in case of emergency** |  |
| **Where unaffiliated/outside agencies such as schools, colleges, uniformed**  **organisations, are hiring facilities which organisation’s safeguarding**  **policy and procedures will be followed in the event of a concern arising** | **Name**  **Contact Information** |
| **In the event of U18’s- and over-18s disabled players participating in an event there must be clear reference to both safeguarding children and safeguarding adult policies and procedures.** | **Policies Attached** |
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| **Where there is a contract for services or SLA in place does this specify or reference the necessary/minimum safeguarding arrangements** | **Name**  **Contact Information** |
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| **POLICIES TO BE REFERENCED** |  | **DOCUMENTS PREPREPARED FOR EVENT CONTROL POINT** |
| **Safeguarding – young people. May not be applicable to the participants but may be needed for spectators etc.** |  | **Incident Report Forms** |
| **Safeguarding – Adults at Risk. May not be applicable to the participants but may be needed for spectators etc.** |  | **Accident Report Forms** |
| **Social media / photography** |  | **Head Injury Forms** |
| **Anti-bullying** |  | **Safeguarding Referral Forms** |
|  |  | **Event Handbook prepared and distributed before event with all relevant information listed.** |
| **Any additional reporting policy e.g. education provider or if discriminatory reference to Kick it Out** |  | **First Aid Kits to be checked before event to make sure all equipment is enclosed and in-date** |
| **DOCUMENTS TO BE COMPLETED** |  |  |
| **Codes of Conduct** |  |  |
| **Contract Agreement** |  |  |
| **Medical Emergency Action Plan (MEAP)** |  | **Failure to record any of the above will be putting young people at risk** |
| **Signed Consent Forms** |  |  |
| **IS PARENT /CARER CONSENT REQUIRED?** | **PERSON UNDER 18** | **ADULT WITH A DISABILITY**  **(Assume adults can self-consent, unless you have reason to believe they cannot)** |
| **To attend event** | **Yes / No** |  |
| **For child/children/person to be filmed & photographed** | **Yes / No** |  |
| **Consent to be contacted via social media/to access**  **information via social media/be visible via social media** | **Yes / No** |  |
| **For child/children/person to stay away in overnight**  **accommodation as part of a football event/activity** | **Yes / No** |  |
| **For child/children/person to travel overseas as part of a football event/activity (if applicable)** | **Yes / No** |  |

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| **Area of Concern or Areas to Consider** | **Risk to young people and/or adults with a disability** | **Risk RAG** | **Solution** | **Solution RAG** | **Review Post Activity** |
| **Consent to attend event** | Allowing persons to play without written consent. Possibility of forged signatures |  | **Before:** Event Leader to ensure all consent forms collected and signed by parent/carer 7 days before commencement of event. Event Checklist to be used for every event. |  |  |
| **Covid-19** | Young people not aware of social distancing implications. Lack of understanding or unable to access standard information sources. |  | **Before:** Information sent to parents/carers regarding event rules.  Parents asked to ensure they abide by rules that relate to them.  **During:** Information given during briefings.  Notices in appropriate locations and clearly understandable.  Coaches warned that teams will be withdrawn if not compliant. |  |  |
| **Photography / film consent** | Persons being filmed / photographed without consent. |  | **Before:** Photography consent to be on main consent form and clearly marked if consent allowed or not. |  |  |
| **Social Media**  Consent to be contacted  via social media/to access information via social media/ be visible via social media | Photographs and information being placed on social media platforms without given consent |  | **Before:** Best Practice Guidelines for Social Media forwarded to all team members. Social Media consent to be on main consent form and clearly marked if consent allowed or not.  **During:** Briefing at start of event to include appropriate use of media at event, along with CFA process to check and challenge persons that are not adhering to the registration of their device. Briefing toexplicitly mention there are persons at the event that cannot, for legal reasons, be photographed. Anyone found breaching FA Best Practice Guidance, adopted by all our clubs/teams will be subject to FA Discipline and that of Statutory Agencies.  Social Media Platforms to be monitored by Communications Officer.  **After:** General search of social media platforms by Communications Officer.  Review whole process after event. |  |  |
| **Relevant medical information in respect of participants**  **including storage and access**  Adults with a disability should be encouraged to provide relevant information | Consent forms not available on day of event or logged onto electronic device. |  | **Before:** All consent forms completed and checked and given to relevant head coach.  **During:** Consent information must be available on day of event and securely stored by the lead coach.  Young person’s details must be available in case of an emergency. |  |  |
| **First aid and medical**  **Information**  • Qualified First Aiders  • Treatment Room  • Closest A&E to the venue | Not enough qualified first aiders.  No treatment room available.  Closest A&E Department not been notified to Leaders. |  | **Before:** Enough First Aiders (DBS/Qualifications checked beforehand) attending event and clearly visible.  If a Treatment Room not available at venue, a Treatment Area / Tent has been arranged to be erected and clearly visible to all.  All Leaders and Coaches are aware of nearest A&E. This information to be put into event handbook. |  |  |
| **Management of allergies**  Nuts/bees/anaphylactic shock | Head coaches unaware of any medical / allergies for young people. |  | **Before:** Medical / allergy information must be listed on consent form before event.  **During:** Persons should bring any medication with them to event, clearly labelled. Event Leads / Team Coaches to be aware of any medication being used by individuals. |  |  |
| **Covid-19** | Correct PPE not available on day of event |  | **Before:** Enough PPE has been ordered for event and distributed to relevant persons.  **During:** Check PPE required top-up |  |  |
| **Emergency evacuation**  **procedures** | Individuals attending event unaware of emergency evacuation procedures |  | **Before:** Evacuation procedure planned and outlined before event and shared at staff briefing on day.  **During:** Main event control point to have Evacuation Plan at hand. Tannoy system in place for instructions to be relayed to attendees. |  |  |
| **Covid-19** | Not following distancing guidelines if evacuation is necessary. |  | **Before:** Evacuation procedure planned and outlined before event and shared at staff briefing on day.  **During:** |  |  |
| **Suitability of staff:**  • DBS  • Safeguarding education  (children)  • Safeguarding education  (adults at risk)  • Any additional  safeguarding training  • Disability awareness  • Other training, e.g. relevant  cultural awareness | Staff not holding mandatory FA qualifications for them to work and supervise young people /adults with a disability.  Staff to be easily identifiable. |  | **Before:** All staff / volunteers hold relevant safeguarding qualifications and in-date DBS and checked against CRM and no qualifications due to expire prior to completion of event.  **During:**  **After:** |  |  |
| **Signed Code of Conduct for staff and volunteers**  (Consider making Code of  Conduct available in different  formats e.g. Braille, large print) | Discipline issues may arise if Codes of Conduct are breached |  | **Before: A**ll persons involved with event have been issued with the Respect Code of Conduct.  **During:** Check Codes of Conduct are being adhered to.  **After:** Any breaches of Codes of Conduct will be dealt by Discipline or Safeguarding Leads. This may lead to a suspension of individual / team/club |  |  |
| **Staffing ratios**  • Insufficient coach-player ratios on the day | If coach/manager of a team has an emergency / becomes unwell, children may be left with unsuitable supervision |  | **Before:** Agreed ratios to be circulated for event. Support to be provided by CFA staff to manage teams in an emergency.  **During:** Spot check groups to ensure supervision in place. Staff to be easily identified.  **After:** |  |  |
| **Covid-19** | Staff not following Covid-19 Government Guidelines |  | **Before:** All staff appointed to event are Covid-19 aware and have completed Self-Assessment Form 24 hours prior to event. If Assessment Form not completed, individual will be unable to attend event.  **During:** Appointed staff are temperature checked by Covid-19 Appointed Officer. |  |  |
| **U18 appointed referees** | No communications to referees outlining plan of day.  No start/finish times given.  No medical information & emergency contact details.  Not informing parent/carer of U18 referee who will be managing them.  No toilet facilities for referees.  No breaks or refreshments provided to referees.  Referees over the age of 16 years not holding an in-date DBS.  Referee left at end of event with no adult supervision. |  | **Before:** Contact details of allstaff attending event are given to referee. DSO contact details issued to referee.  Email sent to all U18 referees and parents, outlining the event plan.  Consent forms sent to parents to sign.  Details supplied to parent of the officer responsible for U18 referees during event along with mobile number should they need to contact.  Sign in register and request for information of who is collecting the U18 referee.  Referees to have secure toilet facility, clearly signed.  **During:** Briefing to referees.  Toilet facilities outlined.  Pitch supervisors outlined and easily identifiable.  Refreshments/ drinks provided throughout the event.  Rotation and rest breaks planned and distributed to referee by Referee Liaison Officer.  **After:** Referee to be signed out by stipulated person collecting them.  CFA Official to remain with any referee until collected.  CFA Official to report any necessary actions if a concern has been reported to them by the referee. |  |  |
| **Covid-19** | Young people not aware of social distancing implications. Lack of understanding or unable to access standard information sources. |  | **Before:** Information sent to parents/carers regarding event rules.  Parents asked to ensure young referees abide by rules that relate to them.  **During:** Information given during briefings.  Notices in appropriate locations and clearly understandable.  Referees warned if breach of compliancy, they will be unable to partake any further in event. |  |  |
| **Teams & Coaches** | Coaches/Managers bring teams to event without DBS.  Coaches/ Managers not informing Event Leader of persons who cannot be photographed.  Coaches/Managers not being identifiable to staff/players. |  | **Before:** List of Coaches/Managers who are attending event are DBS/SCW cross checked on CRM.  Registrations verified and accepted.  DSO details distributed.  Clubs, prior to event, notified that all children must be accompanied by an adult until such time the team have met up with their Coach/Designated Lead.  Media issues to be discussed and recorded.  **During:** Spot checks to be completed throughout the event to make sure teams attending are always supervised.  **After:** Any issues/concerns to be reported to CFA DSO. |  |  |
| **Covid-19** | Teams and Coaches not adhering to Covid-19 Government Rules |  | **Before:** All coaches are aware of latest Covid-19 rules and have enough PPE available for event.  **During:** Spot checks done during event to make sure Teams & Coaches are abiding Covid-19 rules.  **After:** |  |  |
| **Car Parking & Drop-off & pick-up arrangements** | Children being dropped off and left unsupervised.  Safety of all persons in Car Park Area.  Children unsupervised in car park.  Insufficient car park attendants.  Car park not large enough to accommodate all vehicles (vehicles having to park on roadside) |  | **Before:** Check that car park is suitable for event and enough space provided to avoid parking on roadside.  Enough Car Park Attendants deployed for event with listed rota planned.  Designated Car Park Officers listed and clearly visible. (**hi**-vis jackets)  Space provided for disabled parents/carers/players/ visitors.  Drop-off point to have designated officer in attendance to ensure compliance of no child being left alone.  Any person wishing to drop off individual is instructed to designated drop-off point.  **During:** Car Park to be always patrolled throughout event.  Drop-off point to be monitored.  **After:** Any concerns to be reported to CFA DSO. |  |  |
| **COVID-19** |  |  |  |  |  |
| **Changing rooms & showers / Toilet Facilities** | Adults accessing toilet/changing room facilities that are being utilised by young people/adults at risk means that individuals could be abused/bullied/abducted |  | **Before:** Having a clear ground plan, identifying child-only toilets/changing facilities if possible.  Checking enough lighting and pathways to toilets is suitable.  Child-only toilets/changing facilities clearly labelled.  Information notice on back of toilet/changing room doors informing that if you feel uncomfortable or have an issue whilst using this facility, please contact (named person) immediately.  **During:** Young people/Managers/Coaches to be addressed of designated facilities.  Parents/Adults given information regarding child-only facilities. Spot checks throughout the event on facilities.  Any unauthorised persons found in children’s facilities to have personal details obtained and DSO informed immediately, and relevantdocumentation and incident log updated.  **After:** All toilets/changing areas to be checked for any problems and any issues identified and reported to CFA Official. |  |  |
| **Covid-19** | Appropriate sanitising stations/units not available.  Overcrowded changing rooms which may lead to increase of infection. |  | **Before:** Changing rooms to be closed.  Parents to be informed pre-event.  Sufficient hand gel available throughout toilet facilities.  **During:** Spot checks on facilities throughout event to make sure clean and sufficient hand sanitiser available.  **After:** All toilets/changing areas to be checked for any problems and any issues identified and reported to CFA Official. |  |  |
| **Behaviour Issues** | Anti-social behaviour of attendees or persons entering facilities not linked or interested in event, risking safety of U18’s/Players/Volunteers/Spectators |  | **Before:** Local Police informed of event and logged on Police system.  Staff briefing of what to do to ensure safety of all. Alert Lead Event Organiser/Event Staff Member of any incident. Lead Event Organiser to contact Police immediately.  Circulation sent out prior to event advising of a no alcohol policy at site and any persons found with or consuming alcohol will be asked to vacate the site.  **During:** All areas to be always patrolled.  At welcome briefing, everyone to be reminded of no alcohol policy. Any breach of Codes of Conduct to be reported to CFA Staff.  **After:** Any examples of clubs breaching any rules will be reviewed by a Safeguarding/Disciplinary Committee to see if further action is required.  CFA Staff / Volunteers to ensure all persons have left the venue. |  |  |
| **Covid-19** |  |  |  |  |  |
| **Arrangements for referral of concerns and managing allegation** | Coaches/volunteers/young people unaware of how and who to report a concern to. |  | **Before:** County DSO details distributed.  **During:** Contact information for County DSO available throughout the event.  **After:** Any concerns reported, to be passed onto DSO immediately. |  |  |
| **Covid-19** |  |  |  |  |  |
| **Playing Area** | Goal posts not suitably erected.  Damaged surface. Potential debris.  Pitches marked too close to obstructions (pond/hedge).  Entrance & Exits points blocked.  Uneven ground.  Kerbs.  Not enough light during evening hours |  | **Before:** All goalposts to be checked and deemed safe.  Portable goals secured.  Surface area checked for uneven areas.  Surfaces to be checked for litter/needles etc.  **During:** All goalposts to be checked and deemed safe.  Portable goals secured.  Surface area checked for uneven areas.  Surfaces to be checked for litter/needles etc.  **After:** Record & report any damaged goals/surfaces. |  |  |
| **Covid-19** | Equipment not sanitised |  | **Before:** Enough sanitising products available.  **During:** Check all equipment has been wiped down at break times.  **After:** Record and report any damaged items. |  |  |
| **Relevant insurance is in place**  • Public liability cover  • Personal accident cover | Insufficient Insurance |  | **Before:** Copy of PL Insurance is provided in pack for Leaders.  **During:** If an incident/accident occurs, information is recorded on relevant information sheet.  **After:** Accident records checked immediately after event and any claims to be reported to BlueFin Insurance. |  |  |
| **Covid-19** |  |  |  |  |  |
| **Supplementary**  **communication**  E.g. BSL signers  **Provision for non-English**  **speakers** | Lack of provision/information made for non-English speakers.  Lack of provision/information made for individuals with hearing loss. |  | **Before:** Information/signs to be multi-lingual.  **During:** |  |  |
| **Covid-19** |  |  |  |  |  |

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| **Completed by** | **Name** | **Date** |
| **Approved by DSO/DDSO** | **Name** | **Date** |
| **Updated/Reviewed** | **Name** | **Date** |