## Safeguarding Risk Assessment Tool – Template

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#### Introduction

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

It is intended to support clubs and CFAs 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 clubs and CFAs 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.

#### Ownership

Where facilities are being hired or delivery partners are being used the risk assessment should be jointly owned with safeguarding responsibilities being identified as part of any contract of hire or Service Level Agreement (SLA).

## Safeguarding Risk Assessment Tool

|  |  |
| --- | --- |
| Date(s) of activities/ frequency |  |
| Club |  |
| Lead Club contact(s) |  |
| Delivery organisations lead contact(s) |  |
| Event/activity co-ordinator/coaches/managers |  |
| CWO contact |  |
| HFA DSO contacts | Ian Binks - Designated Welfare Officer  [**Ian.Binks@HampshireFA.com**](mailto:Ian.Binks@HampshireFA.com). 02393 87998 | 07718 122 900  [**Safeguarding@HampshireFA.com**](mailto:Safeguarding@HampshireFA.com)**.** 01256 853000 | 07885 807 321 |
| State the process for recording a concern | Name:  Telephone number: Email: |
| Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations, etc. are hiring facilities identify the lead organisation for safeguarding policy and procedures | Name:  Contact information: |

|  |  |
| --- | --- |
| Where there is a contract for services or SLA in place;  Reference the minimum safeguarding arrangements | Name:  Contact information: |
| Location |  |
| Potential location for air ambulance landing |  |
| Potential access for Ambulance |  |
| Identify location of any access barrier keys |  |
| Identify the location of the nearest defibrillator |  |

## Consent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk?** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Consent to attend the event |  |  | Pre: During: |  |  |
| Consent for photography/film |  |  | Pre: During: |  |  |
| Consent for social media |  |  | Pre: During: |  |  |
| Consent for overnight accommodation |  |  | Pre: During: |  |  |
| Consent for overseas travel |  |  | Pre: During: |  |  |

1. **Suitability of staff and volunteers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk?** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Code of conduct |  |  |  |  |  |
| Suitability of staff:   * DBS/CRC * Safeguarding education * Safeguarding training |  |  |  |  |  |
| Coach ratios |  |  |  |  |  |
| Under 18 referees appointed |  |  |  |  |  |

1. **Site facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk?** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Travel arrangements |  |  | Pre: During: |  |  |
| Drop-off and pick- up arrangements |  |  | Pre: During: |  |  |
| Car Parking |  |  | Pre: During: |  |  |
| Changing Rooms |  |  | Pre: During: |  |  |
| Toilet facilities |  |  | Pre: During: |  |  |

1. **Site facilities continued**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk?** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Wi-Fi access |  |  | Pre: During: |  |  |
| Other site issues:   * Boundaries * General site patrol |  |  | Pre:  During: |  |  |
| Overnight accommodation |  |  | Pre: During: |  |  |

1. **Reporting incidents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** |  | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Arrangements for referral of concerns and managing allegations |  |  | Pre:  During: |  |  |

1. **Medical**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk?** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Relevant medical information  in respect of participants |  |  | Pre: During: |  |  |
| Emergency contact info |  |  | Pre: During: |  |  |
| Local medical centres/First Aid arrangements |  |  | Pre: During: |  |  |
| Emergency evacuation procedures |  |  | Pre: During: |  |  |

**Other considerations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk?** | **Risk before mitigation** | **Solution/mitigation** | **Risk after mitigation** | **Review post-activity** |
| Relevant |  |  | Pre: |  |  |
| insurances: |  |
| * Travel * Medical | During: |
| * Car |  |
| Overseas travel |  |  | Pre: During: |  |  |

|  |  |  |
| --- | --- | --- |
| **Completed by** | **Name** | **Date** |
| **Checked and approved by CWO/DSO** | **Name** | **Date** |
| **Updated/Reviewed** | **Name** | **Date** |

#### Policies to be attached: Consents to be sig

|  |
| --- |
| Safeguarding |
| Social media |
| Code of conduct |
| Service Level Agreement |

|  |
| --- |
| Parent/carer consent to attend event |
| Parent/carer consent for photography |
| Parent/carer consent for social media |
| Parent/carer consent for overnight accommodation |
| Parent/carer consent for overseas travel |