

**Safeguarding Risk Assessment**

**Tool – Template**

This Safeguarding Operating Standard Template resource is to be used in conjunction with the CFA Safeguarding Checklist for children and young people and ‘Including and safeguarding deaf and disabled children.’ Information will be provided to support work with Adults at Risk in the season 2018/19.

**Introduction**

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

It is intended to support 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 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 activities are run directly by the CFA it would be expected that the CFA would take the lead in ensuring that the risk assessment is completed and reviewed. 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 – Template

|  |  |
| --- | --- |
| Date(s) of activities/ frequency |  |
| Lead delivery organisation |  |
| Lead contact(s) |  |
| Delivery organisations lead contact(s) |  |
| Event/activity co-ordinator |  |
| DSO contact |  |
| 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  (GPS co-ordinates) |  |
| Potential location for air ambulance landing |  |
| Identify location of any access barrier keys |  |
| Identify the location of the nearest defibrillator |  |

**Consent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **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: |  |  |

**Suitability of staff and volunteers**

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

**Site facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **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: |  |  |
| **Area of concern** | Risk to children | 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: |  |  |

**Reporting incidents**

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

**Medical**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **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 to children** | **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 DSO/DDSO** | **Name** | **Date** |
| **Updated/Reviewed** | **Name** | **Date** |

#### Policies to be attached: Consents to be signed

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| --- |
| 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 |

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

**Post-activity review**

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| --- | --- | --- |
| **Post-activity review of risk assessment (review each section individually)** | **Observations/additional risks identified** | **Actions** |
|  |  |  |