**Safeguarding is Everyone’s Responsibility**

Every individual who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from all forms of abuse.

The AFA Safe Award sets out a framework for the consistent delivery of safeguarding across our grassroots football. It rewards clubs for being committed and proactive towards providing safe football environments and is valid for two seasons.

By achieving the Award, you are proving your club:

* Is inclusive
* Have the correct governance in place
* Have safe working practices
* Are aware of safeguarding issues and have policies and people in place to deal with any cases

**Section 1: Club Details**

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| **Name of Club** | Please provide the name of the club as it is listed on Whole Game System (WGS)/Club Portal |
| **Club Secretary name** | Please provide the name of the current Club Secretary; this should match with who is listed on WGS/Club Portal |
| **Club Secretary email address** | Please provide the email address of the current Club Secretary; this should match with their FAN record |
| **Club Welfare Officer name** | Please provide the name of the current Club Welfare Officer; this should match with who is listed on WGS/Club Portal |
| **Club Welfare Officer email address** | Please provide the email address of the current Club Welfare Officer; this should match with their FAN record |
| **How many players aged U18 are currently registered with the club?** | Please list the number of U18s registered with the club; you can source this from the ‘Players’ tab on Club Portal |
| **Is the club England Football Accredited?** | Please confirm if your club is England Football Accredited (EFA) or not. You can see this in the header of the Club Portal. EFA clubs can skip Section 2. |

**Section 2: Club Governance** (England Football Accredited clubs do not need to complete this section)

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| **Upload a copy of your club constitution/rules** | Please upload your most recently reviewed [Club Constitution or Rules](https://www.amateur-fa.com/clubs-and-competitions/club-management/club-and-league-document-templates) |
| **Upload evidence demonstrating your club has a bank account in its name** | Club have a bank account in their name (with at least two signatories). Evidence can be a statement from within the past 3 months or the latest [accounts](https://www.amateur-fa.com/clubs-and-competitions/club-finance/club-accounts) (seen at AGM) |
| **Upload a copy of the club’s safeguarding children and adults at risk policy** | Please upload your most recently reviewed [Safeguarding Children & Adults at Risk Policies](https://www.amateur-fa.com/clubs-and-competitions/club-management/club-and-league-document-templates) (you can use the one issued by The FA) |
| **Upload a copy of the club’s equality policy** | Please upload your most recently reviewed [Equality Policy](https://www.amateur-fa.com/clubs-and-competitions/club-management/club-and-league-document-templates) (you can use the one issued by The FA) |
| **Provide evidence of where the FA Respect codes of conduct can be found by club members** | [FA Respect codes of conduct](https://www.englandfootball.com/explore/inclusive-football/Respect) are adopted by the club. Evidence can be a screenshot of a page on your website; photo of them in the clubhouse; or an email sent to all club members |

**Section 3: Safe Working Practices**

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| **Upload copies of your club’s training and matchday risk assessments** | Please upload your most recently reviewed [risk assessments](https://www.amateur-fa.com/clubs-and-competitions/club-management/club-and-league-document-templates) for both training and matchday |
| **Upload a copy of your club’s health and safety policy (plus emergency procedures and incident reporting)** | Please upload your most recently reviewed [health & safety policy](https://www.amateur-fa.com/clubs-and-competitions/club-management/club-and-league-document-templates); plus emergency procedures and incident reporting (if they exist) |
| **Provide evidence of where information can be found for club members with regards to reporting incidents of abuse** | See [here](https://www.amateur-fa.com/safeguarding/safeguarding-in-open-aged-football) to discover the information that should be provided. Evidence can be a screenshot of a page on your website; photo of it in the clubhouse; or an email sent to all club members |
| **Upload a spreadsheet containing all the club’s committee members, team managers, coaches, captains and first aiders** | All members of the clubs who either manage, coach, captain or first aid for a team, plus all committee members must be listed on this spreadsheet with their FAN, or DOB and email address if the FAN is unknown.* All Committee Members must complete the online [Safeguarding for Committee Members](https://falearning.thefa.com/course/view.php?id=77) workshop
* All managers/coaches/captains must hold at least the [EE Playmaker by England Football](https://learn.englandfootball.com/courses/football/ee-playmaker) qualification and in-date [FA Enhanced DBS Check](https://www.amateur-fa.com/safeguarding/fa-dbs-checks)
* All first aiders must hold an in-date [FA Enhanced DBS Check](https://www.amateur-fa.com/safeguarding/fa-dbs-checks)

‘Team’ represents 1st, 2nd, etc with ‘Club’ for committee members. ‘Football Pathway’ represents Men’s, Women’s, Veterans’, etc. ‘Role’ represents the position held in that team’s pathway. All these columns have drop-down options to select from. |

**Other helpful links and contacts:**

Amateur FA Designated Safeguarding Officer – Dyahanne Sappleton: safeguarding@amateur-fa.com; 07904 649876; 020 8122 0147.

[Amateur FA Safeguarding booklet](https://www.amateur-fa.com/about/rules-and-regulations/safeguarding-and-welfare/local-initiatives)

[Full guide to safeguarding in open aged football](https://www.amateur-fa.com/safeguarding/safeguarding-in-open-aged-football)

[The FA safeguarding downloads](http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory)

[NSPCC](http://www.nspcc.org.uk)

[Childline](http://www.childline.org.uk)

[The Ann Craft Trust](https://www.anncrafttrust.org/)