Safeguarding Risk Assessment Tool – Template

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 to support CFAs making safeguarding risk assessments where they are providing or commissioning activities for children and young people 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.

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 SLA.

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| Name of event/activity |  |
| Date(s) of activities/ frequency |  |
| Lead delivery organisation  (CFA, FA, club, league, private hire, etc.) |  |
| Lead CFA contact(s) |  |
| Delivery organisation’s lead contact(s)  (if not CFA) |  |
| Event /activity Co-ordinator |  |
| County FA DSO Contact | Mrs Jenny Cuthell  Designated Safeguarding Officer  [Jenny.cuthell@armyfa.com](mailto:Jenny.cuthell@armyfa.com)  01252 787069 |
| Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations etc. are hiring facilities which organisation’s safeguarding policy and procedures will be followed in the event of a concern arising |  |
| Where there is a contract for services or SLA in place  does this specify or reference the necessary/minimum safeguarding arrangements |  |

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| **Activity** | **Description of Risk** | **Presenting Level of Risk** | **Solution / Mitigation** | **Revised Level of Risk** | **Review** |
| Consent (As a guide all under-16s must provide  parental/legal carers consent,  Over 16s may self-consent for certain levels of activity at the discretion of the County  Association/The FA. However, all under-18s must provide parental consent in relation to overnight, foreign or CFA arranged travel). |  |  |  |  |  |
| Relevant medical information in respect of participants obtained. |  |  |  |  |  |
| Staffing ratios |  |  |  |  |  |
| **Activity** | **Description of Risk** | **Presenting Level of Risk** | **Solution / Mitigation** | **Revised Level of Risk** | **Review** |
| Staff DBS checks |  |  |  |  |  |
| Staff safeguarding education |  |  |  |  |  |
| Medical centers |  |  |  |  |  |
| Young Leaders/Youth Council involvement |  |  |  |  |  |
| Suitability of changing facilities |  |  |  |  |  |

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| **Activity** | **Description of Risk** | **Presenting Level of Risk** | **Solution / Mitigation** | **Revised Level of Risk** | **Review** |
| Toilet facilities and arrangements |  |  |  |  |  |
| Travel arrangements |  |  |  |  |  |
| Drop-off and pick-up arrangements |  |  |  |  |  |
| Photography/film consent |  |  |  |  |  |
| Social media considerations |  |  |  |  |  |
| Arrangements for referral of concerns and managing allegations |  |  |  |  |  |

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| **Activity** | **Description of Risk** | **Presenting Level of Risk** | **Solution / Mitigation** | **Revised Level of Risk** | **Review** |
| Emergency evacuation procedures |  |  |  |  |  |
| First Aid arrangements Staff: Equipment: |  |  |  |  |  |
| Relevant insurance is in place |  |  |  |  |  |
| Other |  |  |  |  |  |

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| --- | --- | --- |
| **Completed by** | **Name** | **Date** |
| **Updated** | **Name** | **Date** |

**Review**

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

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| **Reviewed by** | **Name and Designation** | **Date** |