**Safeguarding Risk Assessment**

The risk assessment process provides activity organisers with a structured approach towards safeguarding children and young people at regulated activity.

When undertaking the risk assessment, consideration should be given to: the audience profile + hazards/risks identified + the likelihood of the risk occurring + the consequences of the risk and this should determine the level of safeguarding measures that are necessary to make the activity safe.

A written risk management plan raises awareness of potential safeguarding issues, provides event managers with a clear line of accountability for safeguarding children and enables them to demonstrate due diligence in relation to the protection of children and vulnerable adults from harm.

All events should have a Safeguarding Co-coordinator (DSO or Deputy DSO) who has a strategic responsibility for establishing risk management systems and audit processes in relation to children and young people. All events involving persons under the age of 18 years should include a written children and young people’s risk assessment in the **ACTIVITY TOOLKIT**. This tool is to assist staff to minimize potential safeguarding risks to children and young people and should be used in conjunction with existing health and safety risk assessment procedures. It includes an example of risk management systems for different types of events; however these examples are not exhaustive and should be used only as a guide.

A blank template is included to assist the Activity Lead Officer to complete their own children’s risk assessment for individual events. The following process categorizes events into three types, based on the anticipated audience profile:

* **Type 1 -** An adult-orientated event that is not designed to attract children. The audience profile would predominantly be adults with a limited number of accompanied children, if any, attending.
* **Type 2 -** An event that is marketed to attract a mixed audience, including families, unaccompanied children and adult participants.
* **Type 3 -** An event designed to attract children and families and is likely to attract unaccompanied children. They may involve the provision of children’s entertainment (festival), tuition/coaching/mentoring, or activities involving one to one unsupervised contact with staff/providers, or activities involving other supervisory duties.

**Safeguarding Risk Assessment**

**Definition of Risk**

High: Highly likely to happen and significant impact on child.

Medium: Either highly likely to happen or significant impact on child.

Low: Less likely to happen and less of an impact on child

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| **Activity Name** |  | | | | | |
| **Activity Date** |  | | | | | |
| **Venue** |  | | | | | |
| **Main Contact** |  | | | | | |
| **Risk Assessment Code** |  | | | | | |
| **Date RA Completed** |  | | | | | |
| **Risk Rating** | **GREEN** |  | **AMBER** |  | **RED** |  |

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| **Expected Attendees** | | |
| **Children Under 11 yrs** | **Children aged 12 – 16 yrs** | **Children aged 17 – 18yrs** |
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| **Number of adult (attendees)** | **Number of U18 volunteers / paid staff** | **Number of Adult volunteers / paid staff** |
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| **Activity** | **People**  **(✓)** | **Physical**  **(✓)** | **Describe the harm or risk**  **This list is NOT EXHAUSTIVE** | **Level of**  **harm** | **Likelihood of hazard**  **occurring** | **Solution/Mitigation**  **This list is NOT EXHAUSTIVE** | **Assessment of risk after intervention** |
| **Consent** | **(✓)** | **(✓)** | * Lack of information about individual attendees, the number of attendees, and the profile of attendees’ means that we are unable mitigate risk and provide reasonable adjustments to meet individual needs. * The organisation could face legal action if risks are not identified and mitigated. * Attendees could be at risk of harm if risks are not mitigated or reasonable adjustments are not made. |  |  | * Consent forms obtained for all attendees * The template CONSERT FORM is to be used * A register is to be provided to the activity organiser at least 24 hours prior to the activity detailing relevant information on attendees * The organization to review all consent forms in advance of the activity and make any reasonable adjustments to mitigate risk, harm or upset * All activities are ‘signed off’ by the DSO |  |
| **Staffing Ratios** | **(✓)** |  | There is a risk of:   * Children going missing * Children not enjoying/benefiting from the activity * Children with ‘additional needs’ not being catered for * Parents/carers being concerned and uncomfortable * A lack of protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising |  |  | * Whatever the recommended ratio of adults   to participants is, a minimum of two adults should be present. This ensures at least  basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident)   * CPSU advised staffing ratios are adhered to (see below table) |  |
| **DBS Checks** | **(✓)** |  | * Individuals working with children and or Vulnerable Adults that are not appropriately DBS checked * Children and or vulnerable adults being exposed to non DBS checked individuals * Reputational risk and at worse inappropriate individuals working with children. |  |  | * All activities planned using the APPROPRIATE PERSON MATRIX and HEATH AND SAFETY CHECKLIST. * All individuals who engage with activities involving children and or vulnerable adults to be DBS checked * DSO to monitor all staff and volunteers’ DBS dates to ensure they remain valid * Any new member of staff or volunteer to be DBS checked (if appropriate)\*\* as part of the recruitment/ Induction process (internal) * Only staff or volunteers who are DBS checked to be appointed to key roles (if they involve   contact with children and or vulnerable adults) |  |
| **Staff Safeguarding Education** | **(✓)** |  | * Staff not being able to deal with safeguarding incidents. Staff unable to identify potential safeguarding episode which in turn could lead to serious safeguarding matter or risk to life could occur. |  |  | * All individuals, if appropriate, to complete the FA’s Safeguarding Online Committee Members Course or SGC course – Refer to APPROPRIATE PERSONS MATRIX. * The DSO to monitor expiry dates for the Safeguarding course for all staff and ensure recertification is completed in a timely manner. * Regular staff meetings held to update on current Safeguarding legislation and best practice. * Whistleblowing Policy to be included in all pre-activity correspondence. * Disclosures via the Whistleblowing policy to be managed using the WHISTLEBLOWING PROCESS and appropriate interventions actioned. |  |
| **Young Leaders involvement** | **(✓)** | **(✓)** | * Young leaders / people not aware of relevant safeguarding procedures * Young leaders/ people not following Safeguarding procedures * Potentially leaving themselves and others at risk |  |  | * Safeguarding procedures to be sent to all Young volunteers in advance of the activity taking place. * All YP to be contacted prior to the event to discuss the safeguarding procedures. * All adults to be briefing on procedure to follow is safeguarding procedures are breached. |  |
| **Suitability of Changing facilities** |  | **(✓)** | * Separate Changing Room space or changing room schedule not in place to accommodate males and females and adults and children under the age of 18. * Adults being allowed to change in the same space as children. * No provision to allow males and females to changing independently. |  |  | * Health and Safety Checklist to be undertaken. * Rota schedule to be put in place to ensure no U18 is changing at the same time as an adult and no female is changing in the same space as a men. * If only one U18, a separate changing area (office space, inside toilet etc.) to be provided. |  |
| **Toilets provision + procedure** | **(✓)** | **(✓)** | * The possibility that children and adults may need to use the same toilet facilities * A large family event may require the need for nappy changing facilities * Toilets not being in view to the public and children potentially not being in sight of adults. |  |  | * Information desks to be set up where the toilets are in view. * ‘Toilet Marshalls’ to be put in place if appropriate (i.e. size of the event) * Toilet procedure to be communicated to all staff (children to go to the toilet in pairs). * In any given situation, one adult to note the time that the children go to the toilet and investigate any delays. * Baby Change facilities to be provided and signposted. |  |
| **Relevant Insurance is in place** |  | **(✓)** | * Inadequate or no insurance leaves everyone involved in any event at risk for liability and any legalities this incurs |  |  | * Evidence of Insurance certificate |  |
| **Travel Arrangements** | **(✓)** | **(✓)** | * Adequate transport provided?   (Enough seats, seatbelts, disabled access etc)   * Insured & MOT? * Has the person driving got an appropriate license? * If stopping for toilet break (motorway services for example) how will you assure that all the children will remain safe and remain under the supervision of an appropriate adult. |  |  | * Adult/child ratios must be adhered to at all times * Keep parent and young adult contact details at hand at all times * Ensure that the parents and young adults have your contact number should they become disorientated and get lost * Ensure parents and responsible adults are provided with details of all stop offs, arrival times and timetable of events and locations. * Ensure registers are taken routinely and specifically when changing location of moving on and off the transport. |  |
| **Facility H&S** | **(✓)** | **(✓)** | * Injuries can be sustained by tutors, staff, attendees or spectators, arising out of the poor condition of venues and facilities used to hold events. * Participants and staff could be injured, during game play. * Staff and visitors can be injured by slipping or falling |  |  | * Pre event inspection of facility conducted. * Daily visual inspections of: -   + The pitch or playing surface.   + Routes to the pitch and access/egress points.   + Stands and seating   + Dug-outs   + Goal posts.   + Indoor space. * Staff trained on how to operate flood lighting. * Players are made aware, via application process, to bring appropriate kit (e.g. shin-pads, boots, trainers etc.) * Playing customers are aware that it is their responsibility to attend with appropriate equipment. * Venue is well lit, including access (stairways etc.). * Venue kept tidy * Flooring routinely inspected and any loose flooring fixed promptly. * Pitch surrounds are gritted in freezing conditions. * Pre-event and on the day event H&S checklist completed. |  |
| **Drop-off and pick-up arrangements** | **(✓)** |  | * Members and visitors could be seriously injured by collision with vehicles. * Parents/carers dropping children off too late for registers to be taken and children unaccounted for. * A child unaccompanied on site after the activity has concluded. |  |  | * Car parking places and routes are clearly marked out. * Car park speed limits are set and signed on the entrance route. * Pre-event information clearly details the drop off and pick up times and refers to the registration procedure. Carers provided with contact details if arrangements are to be made before the activity. * All staff briefed on lone child procedure. * Emergency Contact details of all children collated during pre-registration or on day 1. * Car-park marshals appointed. * Consent forms to include section for all U16 on ‘identified person(s) to pick up’ |  |
| **Photography/film consent** | **(✓)** |  | * People taking photos of players and children without the appropriate permission * Pictures being uploading onto sites without the appropriate permission * Photographers with no DBS check having access to children |  |  | * All events must complete the appropriate consent form and activity checklist * All photographers must have the appropriate DBS check in place * All photographers to be provided with the do’s and don’ts checklist prior to the event and reminded on their responsibilities o the day. |  |
| **Social media considerations** | **(✓)** |  | * People attending may upload photographs of players onto social media sites without the relevant permission; this can lead to issues such as LA Looked after Children being identified. * Derogatory comments which can lead to conflict between clubs and individuals |  |  | * Although organizers and the WRCFA cannot police everything it is important that we stress the importance of gaining permission off others before uploading pictures onto social media. * Complete the Commissioned and Partner Activity Checklist |  |
| **First aid and medical Information** | **(✓)** | **(✓)** | * A child’s/young person medical needs not been met, unable to deal with an medical and first aid incident. * Extreme cases potential risk to life |  |  | * Consent forms ask for medical details and medication. * Certified first aiders have been appointed and briefed. First Aiders are identified on site. * Attendees are aware of the location of First Aid Kits and First Aiders. * Defibrillator on site and clearly identified * Emergency vehicle access points to pitch have been identified and are accessible at all times. |  |
| **Referral of concerns and managing allegations** | **(✓)** |  | * Lack of knowledge and training can lead to serious risk or harm |  |  | * Complete WRCFA and all other relevant training available. * Whistleblowing Policy to be included in the pre-event literature. |  |
| **Emergency evacuation procedures** | **(✓)** | **(✓)** | * Persons left in building. Potential risk to life. |  |  | * All staff to be made aware of and complete fire drill evacuation of building on a regular basis. * All new staff and volunteers to be made aware of evacuation procedures to follow. * Signage to be clear and up to date. * All attendees to receive a pre-event evacuation procedure refresh. |  |
| **Other** | **(✓)** | **(✓)** | * Children lost or unsupervised * Exposure to dangerous or inappropriate behavior (e.g. strong or offensive language, violence, substance misuse) * Children purchasing or consuming alcohol * Children exposed to unsuitable entertainment (e.g. adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds) |  |  | * A ‘lost child’ control point to be set up and communicated to all attendees. * Staff to be introduced to all attendees and made visible throughout the event. All attendees encouraged to speak with a designated staff member in the event of any problems or concerns (i.e. lost child). * A strict ID process to be adhered to (U21). Only alcohol purchased on site to be consumed on site. * Under 25’s to be sold only 2 drinks at a time. |  |

*\* all under-16s must provide parental/legal carers consent. Over 16s may self-consent for certain levels of activity at the discretion of the organisation. However, all under-18s must provide parental consent in relation to overnight, foreign or organisation arranged travel)*

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| **STAFFING RATIOS** | | |
| **Age** | **Number of adults** | **Number of children** |
| 0-2 | 1 | 3 |
| 2-3 | 1 | 4 |
| 4-8 | 1 | 6 |
| 9-12 | 1 | 8 |
| 13-18 | 1 | 10 |