

**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.

It is intended to support clubs making safeguarding risk assessments where they are providing or commissioning activities or events for children and young people and adults at risk.

It is intended to help clubs 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.

## 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 |  |
| CWO 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: |

|  |  |
| --- | --- |
| 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** | **What is the risk to children?** | **Risk before mitigation**  **Red/Amber/Green** | **Solution/mitigation** | **Risk after mitigation**  **Red/Amber/Green** | **Review post-activity** |
| Consent to attend the event | *Children attending event/venue without written consent. Leading to Club officials having no access to medical information and Parent contact details in case of a medical emergency.*  *Young people attend event without parental consent or knowledge. Child may have travelled alone and therefore vulnerable due to lack of adult supervision. This may also lead to anti-social behaviour at the event/venue.*  *Risk of unexpected numbers of young people attending the venue will impact on the appropriate adult to child supervision/ratio.* |  | Pre: During: |  |  |
| Consent for photography/film | *No consent given for photos and images to be used, photos then shared to social media meaning that a child subject to legal proceedings (adoption, care proceedings, contact orders, as witness to criminal proceedings) may be identified*  *Inappropriate taking and/or use of photographs or filming of children in ways that are potentially illegal or harmful (e.g. photos of children changing; photos taken in toilets, etc)*  *The identification of, contact with, or grooming of a child – photos accompanied by significant personal information makes the child identifiable to third parties.* |  | Pre: During: |  |  |
| Consent for social media | *Young people and adults at risk could be subjected to improper online behaviour which may be offensive, insulting, abusive, threatening or discriminatory*  *Young people and adults at risk could be identified through inappropriate social media usage increasing risk of online grooming or trolling* |  | Pre: During: |  |  |
| Consent for overnight accommodation | *See FA guidance section 5.4* [*https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory*](https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory)  *Event organisers must ensure that overnight accommodation is safe for young people and adults at risk – staff and children must not share a room, children under the age 12 should share a room, children sharing a room must be of the same sex* |  | Pre: During: |  |  |
| Consent for overseas travel | *Taking a child abroad without parental consent is illegal.*  *In the event of any incident, parents will need to be able to contact someone in the UK who has contact details of all participants of the overseas trip. Any child needing to return to the UK early will need to be accompanied on that journey to ensure their safety* |  | Pre: During: |  |  |

**Suitability of staff and volunteers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **Risk before mitigation**  **Red/Amber/Green** | **Solution/mitigation** | **Risk before mitigation**  **Red/Amber/Green** | **Review post-activity** |
| Code of conduct | *Staff and volunteers are unaware of their responsibilities to young people and adults at risk attending events*  *Staff and volunteers are unaware of acceptable/unacceptable practice by themselves or other participants, meaning that incidents of concern are not prevented or reported accordingly leaving children and adults at risk of abuse* |  | Pre:  During: |  |  |
| Suitability of staff:   * DBS * Safeguarding education * Safeguarding training | *Volunteers who have not been appropriately vetted could have unsupervised access to young people or adults at risk* |  | Pre:  During: |  |  |
| Staffing ratios | *Young people and adults at risk are at risk of injury or abuse due to lack of supervision if there are not enough appropriately trained adults at each session*  *Young volunteers (aged under 18) should not be included in staffing ratios as they are at risk of allegations being made against them if left in sole charge of young people* |  | Pre:  During: |  |  |
| Under 18 referees appointed | *Under 18 referees are considered children but can be subjected to verbal and physical abuse by other participants. U18 referees may not know who to report concerns to or how to seek support*  *U18 referees will require parental consent to engage in events and event organisers will require emergency contact details for next of kin in case of any emergency* |  | Pre:  During: |  |  |

**Site facilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **Risk before mitigation**  **Red/Amber/Green** | **Solution/mitigation** | **Risk before mitigation**  **Red/Amber/Green** | **Review post-activity** |
| Travel arrangements | *To ensure the safety of participants, any travel organised by the CFA should be done through reputable firms and with the consent of parents/carers*  *Parents/carers will require information about travel arrangements and local public transport options in order to make informed decisions about transportation for their children/adults at risk* |  | Pre:  During: |  |  |
| Drop-off and pick- up arrangements | *Unsupervised young people/adults at risk could get lost, abducted or injured whilst accessing the site*  *Young people with additional needs/adults at risk may be unable to access the site* |  | Pre:  During: |  |  |
| Car Parking | *Limited parking or parking away from the site could place young people/adults at risk at increased risk from injury by moving vehicles* |  | Pre:  During: |  |  |
| Changing Rooms | *Risk of young people/adults at risk being abused whist using showers/changing rooms unaccompanied or without appropriate supervision*  *Young people could be asked to share a changing room with adults, putting them at risk of bullying or abuse and making them feel uncomfortable* |  | Pre:  During: |  |  |
| Toilet facilities | *Risk of young people/adults at risk going to the toilet unaccompanied and being abused whilst alone/without appropriate supervision* |  | Pre:  During: |  |  |
| **Area of concern** | Risk to children | **Risk before mitigation**  **Red/Amber/Green** | Solution/mitigation | **Risk before mitigation**  **Red/Amber/Green** | Review post-activity |
| Wi-Fi access | *Young people or adults at risk may require Wifi access to be able to contact parents/carers*  *Young people/adults may be able to access inappropriate sites whilst attending sessions* |  | Pre:  During: |  |  |
| Other site issues:   * Boundaries * General site patrol | *Young people/adults at risk could access area the site without permission or consent*  *The general public can access areas of the site without permission, potentially posing a risk to young people/adults at risk* |  | Pre:  During: |  |  |
| Overnight accommodation | *See FA guidance section 5.4* [*https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory*](https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory)  *Event organisers must ensure that overnight accommodation is safe for young people and adults at risk – staff and children must not share a room, children under the age 12 should share a room, children sharing a room must be of the same sex* |  | Pre:  During: |  |  |
| Playing area  (*Goal posts, surface, pitch markings, RESPECT barriers, proximity of other users)* | *Without inspection of the playing surface, issues of general wear and tear as well as specific situational hazards will not be identified potentially resulting in injury to participants*  *If goal posts are not secure and well maintained, significant injury could be caused to participants*  *If respect barriers are not in place, spectators may encroach onto the field of play, placing participants at risk* |  |  |  |  |

**Reporting incidents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **Risk before mitigation**  **Red/Amber/Green** | **Solution/mitigation** | **Risk before mitigation**  **Red/Amber/Green** | **Review post-activity** |
| Arrangements for referral of concerns and managing allegations | *Without clear reporting procedures and visibility of Welfare Officer, people will not know how to report any issues, leading to abusive situations remaining unresolved* |  | Pre:  During: |  |  |

**Medical**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **Risk before mitigation**  **Red/Amber/Green** | **Solution/mitigation** | **Risk before mitigation**  **Red/Amber/Green** | **Review post-activity** |
| Relevant medical information  in respect of participants | *Young people or adults may have medical conditions with potential to require urgent or emergency treatment. If critical medical information is not shared with event organisers, there could be a significant risk to health*  *Loss of medical information/data would be significant breach of GDPR* |  | Pre: During: |  |  |
| Emergency contact info | *In the event of an emergency, young people or adults at risk will require support of parents/carers/guardians.*  *Emergency contact information needs to be updated prior to any event to ensure that the emergency contact will be readily available* |  | Pre: During: |  |  |
| Local medical centres/First Aid arrangements | *Young people/Adults at risk attending the facility, but not familiar with the local area, will not know how to access local medical services, if required* |  | Pre: During: |  |  |
| Severe weather provision | *Young people and adults at risk could be severely impacted by severe weather – heat, cold, thunder & lightning. Without established plans in place to respond to incidents in a timely manner, participants may get lost or confused about processes to follow* |  | Pre:  During: |  |  |
| Emergency evacuation procedures | *In the event of an emergency (medical emergency, fire, bomb threat, intruder, etc), young people and adults at risk could become isolated, trapped and/or suffer extreme distress* |  | Pre:  During: |  |  |

**Other considerations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of concern** | **Risk to children** | **Risk before mitigation**  **Red/Amber/Green** | **Solution/mitigation** | **Risk before mitigation**  **Red/Amber/Green** | **Review post-activity** |
| Relevant | *In the event of an incident, the event organisers may be liable to legal action if appropriate insurances are not in place*  *Participants travelling to events or travelling abroad for events require the legal protection of relevant insurance* |  | Pre: |  |  |
| insurances: |  |
| * Travel * Medical | During: |
| * Car |  |
| Overseas travel | *In the event of any incident, parents will need to be able to contact someone in the UK who has contact details of all participants of the overseas trip. Any child needing to return to the UK early will need to be accompanied on that journey to ensure their safety* |  | Pre: During: |  |  |

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

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

|  |
| --- |
| Safeguarding |
| Social media |
| Code of conduct |
|  |

|  |
| --- |
| 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 |

**Post-activity review**

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