



Community Programme
Holiday Fun Week
(February 13th – 17th, 2023)

Safeguarding Risk Assessment

2023 - 2024

1. General information

Date of Assessment / Review	Assessed 8 th February – 20 th February
Date of event	Programme delivered at Springfield Stadium 3G: Time: 8am – 3.30pm Ages: 5-11
Venue Location	Name of Venue: Springfield Stadium Address: Janvrin Road, St. Helier, Jersey JE2 4LF
Lead Delivery/Event Organisation	Name: Jersey FA Community Programme Address: Janvrin Road, St. Helier, Jersey JE2 4LF
Lead Organisation contact	Name: Daniel Seviour, Jody Byrne Email address: daniel.seviour@jerseyfa.com , jody.byrne@jerseyfa.com Telephone number: 07797 799491, 07797923209
Venue point of contact Safeguarding/ Access/Contract (for example)	Name: Daniel Seviour Contact information: As above How information to be displayed at event:
County FA DSO Contact (include name, email and contact number)	Name: Alan Williams Email address: alan.williams@jerseyfa.com Telephone number: 07797 839466
Location (GPS co-ordinates)	49.1913 N, 2.1012 W

Defibrillator location NB: Information on this can be found via heartsafe.org.uk	Location: at Springfield Stadium Reception & one located in the Jersey FA Office Code: Open access when/if required
Identify location of any access barrier keys	Keys are held by Springfield Stadium staff – copies also held by Jersey FA Lead Community Coach and full time Community Coaches.
Emergency vehicle access	Customer car parks x 2 – Roadside emergency gate to be prioritised due to site development work. Access gates to be clear at all times.
Air Ambulance landing location	In the middle of the 3g football pitch within the Stadium
Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations, are hiring facilities which organisation's safeguarding policy and procedures will be followed in the event of a concern arising	Visitor Log is held for any external visitors or organisations that may need to attend the facility while the course is being delivered
In the event of under- and over-18s disabled players participating in an event there must be clear reference to both safeguarding children and safeguarding adult policies and procedures.	Policies referred to: Jersey FA Community Programme - Safeguarding Children Policy and Procedures and JFA Disability and SEN Policy
Where there is a contract for services or SLA in place does this specify or reference the necessary/minimum safeguarding arrangements	Name: N/A Contact information:
Distribution list	

POLICIES TO BE REFERENCED		
Safeguarding – young people. May not be applicable to the participants but may be needed for spectators etc.	Jersey FA Safeguarding Children Policy and Procedures	
Safeguarding – Adults at Risk. May not be applicable to the participants but may be needed for spectators etc.		
Social media/photography	Jersey FA Social Media Policy	
Anti-bullying	Jersey FA Anti-bullying Policy	
Any additional reporting policy e.g. education provider or if discriminatory reference to Kick It Out	Jersey FA Behaviour Management Policy, Jersey FA Disability and SEN Policy, Jersey FA Equality, Inclusion and Diversity Policy	
DOCUMENTS TO BE COMPLETED		
Codes of Conduct	Jersey FA Safeguarding Code of Conduct 2022 signed by all volunteers	
Contract Agreement	N/A	
Medical Emergency Action Plan (MEAP)	Jersey FA Fire and Emergency Action Plan Policy	
IS PARENT/CARER CONSENT REQUIRED?	PERSON UNDER 18	ADULT WITH A DISABILITY (Assume adults can self-consent, unless you have reason to believe they cannot)
To attend event	Yes – see application form	
For child/children/person to be filmed and photographed	Yes – see application form	
Consent to be contacted via social media/to access information via social media/be visible via social media	Yes – see application form	
For child/children/person to stay away in overnight accommodation as part of a football event/activity	N/A	
For child/children/person to travel overseas as part of a football event/activity (if applicable)	N/A	

2. Consent:

Generally, consent will be required from parents/carers of under-18s. CFAs may decide after conducting a risk assessment that certain activities can be self-consenting for 16/17-year-olds.

AREA OF CONCERN OR AREAS TO CONSIDER	RISK TO YOUNG PEOPLE AND/OR ADULTS WITH A DISABILITY	RISK RAG RATING	SOLUTION/MITIGATION	SOLUTION/ MITIGATION RAG RATING	REVIEW POST-ACTIVITY AND BY WHOM
Consent to attend Centre sessions (application forms)	Children attending Community Programme sessions without parent's knowledge. Safety of child could be compromised. A child could attend on the day without any medical information received. Potential risk to child's health and wellbeing. A child could attend on the day without contact information for parent / guardian. Unable to contact parent / guardian to solve concern. Risk of a child going missing and not being accounted for on the register. Unable to locate child and therefore have to follow Missing Child policy and procedures	High	Pre: All children are signed up though application forms completed by parents/guardians online. These are processed by full time Community Coaches. Full details added to register and kept on Jersey FA database. No child is to attend with consent and contact information for parent / guardian. During: Register is done by Community Coach on children's arrival to session to they are checked in as they enter the pitch. Children that do not attend, parents are contacted. After: All children are signed out by Community Coaches with parents/guardians in view or if contacted prior and confirmed by register children can leave/walk home All Application forms completed online and information kept within Microsoft forms accessed by Community Team in line with data protection legislation should they be required at any time.	Low	JFA Lead Community Coaches to update application forms and information with any change of detail as required before next application process All consent information requested for applications is to be updated on each attendance with no use of previous fun week attendance consent
Photography/film consent for child/children/person to be filmed and photographed	Potential conflict with parents and risk to images of children being used inappropriately to include: Adaptation of images for use on child abuse websites; Identification of children that assists a third party to identify a child – potential 'grooming'; Identification of children in inappropriate circumstances which	High	Pre: All children are signed up though consent of their parents through online application forms. These processes are completed by parents and processed by full time Community Coaches. Full details added to register and kept on Jersey FA database. Option to let coaches know if children can't be in photos for any marketing purposes. Use FA recommended guidelines for	Low	JFA Lead Community Coaches to update application forms and information with any change of detail as required before next application process

	may include: (i) where a child has been removed from his/her family for their own safety (ii) where restrictions on contact with one parent following parental separation exist (iii) in situations where a child may be a witness in criminal proceedings; or (iv) other safeguarding children concerns.		‘Celebrating Football through Photographs and Video’ as best practice (attached) including: Don’t: - Publish photos with full names of players unless received written consent; - Use picture with detailed personal information - Take individual pictures of children - Allow images to be recorded in changing rooms, showers During: Full Time Community Coaches only coaches to gather images for marketing purposes and photos added to JFA database		
Social media Consent to be contacted via social media/to access information via social media/ be visible via social media	Potential for ‘grooming’ of individual children Potential risk of photos or information being shared on websites unknown to the child / business If consent isn’t received and a photo is used for promotion – - Risk of inappropriate adults seeing or using the image - Risk of a parent/guardian who is not allowed legal access to their child for reasons we may not be aware of and gaining photo/information of their child’s location and activities	High	Pre: All children are signed up through consent of their parents online through application forms. These processes are completed by parents and processed by full time Community Coaches. Full details added to register and kept on Jersey FA database. Option to let coaches know if children can’t be in photos for any marketing purposes. Use of FA recommended guidelines for ‘Social networking, websites, mobile phones and email communications’ (attached) as best practice. Correspondence from the Community Programme is always through full time community coaches via email direct to parents. Social Media is used to promote programme. Only full time Community Coaches to publish posts During: Full Time Community Coaches only coaches to gather images for marketing purposes and photos uploaded to JFA database	Low	JFA Lead Community Coaches to update application forms and information with any change of detail as required before next application process

3. Suitability of staff and volunteers

AREA OF CONCERN OR AREAS TO CONSIDER	RISK TO YOUNG PEOPLE AND/OR ADULTS WITH A DISABILITY	RISK RAG RATING	SOLUTION/MITIGATION	SOLUTION/ MITIGATION RAG RATING	REVIEW POST-ACTIVITY AND BY WHOM
Signed Code of Conduct for staff and volunteers (Consider making Code of Conduct available in different formats e.g. Braille, large print)	Children in an environment which is not 'child centered'. Lack of clarity of acceptable and unacceptable behaviour from players, coaches and parents. Coaches unaware of reporting process of any concerns they may have. A coach may not adhere to standards required from the Jersey FA therefore putting a child participating at risk.	High	Pre: information on community programme open to all on the website and social media platforms promoting child centered fun and enjoyable environments. Behaviour Management Policy in place for coaches if a child is to be causing concern for others. Parents/guardians will be contacted if required Coaches briefings held with all coaches working on the Week before the start date to refresh safeguarding and code of conduct expectations within delivery. Safeguarding Codes of Conduct signed by coaches and returned to JFA Lead Community Coach before delivering on the programme. Code of Conduct standard is also explained to all children at the first session by the lead coaches with expectations on behavior. During: JFA Lead Coach or Course Coordinator to observe and ensure all standards are being adhered to. Offer support and guidance to staff and raise any concerns that may be noticeable. Lead coach to be approachable to all staff members if required at any time. Minimum monthly Quality Assurance visits by Jersey FA FDM to monitor.	Low	After: Review and evaluate through 1:1 weekly meetings with JFA Lead Community Coach and Football Development Manager. Continue to review within 1-1 development meetings with coaches to check and challenge understanding. Also, to offer opportunity of feedback from the coaches.

Suitability of staff: • DBS • Safeguarding education (children) • Safeguarding education (adults at risk) • Any additional safeguarding training • Disability awareness • Other training, e.g. relevant cultural awareness	Unchecked coaches with access to players – potential risk of child abuse Coaches lacking knowledge of best practice including Jersey Safeguarding Children Policy and Procedures (which include Anti-Bullying Policy, Equality and Complaints Procedure) – potential risk of child abuse Coaches may be unaware how to support children with learning disabilities or special needs putting them and others at risk	High	Pre: Adopt FA Responsible Recruitment guidelines for recruiting volunteers including: - Role Descriptions - Introduction Presentation - ID documents - 1:1 meeting - References - CRC Check - Coaching qualifications Inform all coaches of requirements to have Enhanced CRC Checks by means of email communication. Inform coaches of consequences of non-compliance (not permitted to coach group). Jersey FA Staff to attend workshops/courses as part of PDR to develop understanding of supporting children with learning disabilities or special needs. (Autism Jersey) All Community Coaches up to date with FA Safeguarding Workshop certificates. Programme Welfare Officer completed WO training provided by the FA. Jersey FA Safeguarding Children Policy and Procedures circulated via email and team meetings to all coaches with review held quarterly by full time staff During: Maintain up to date register of DBS checks, Safeguarding education and any training. Report any coach not thought to be compliant.	Low	After: Review and evaluate for any breaches of compliance through 1:1 meetings with Jersey FA Lead Community Coach and Football Development Manager Quality assurance visits by Football Development Manager throughout the week. Quality Assurance provided through Senior Safeguarding Management Team. Lead coach to ensure all coaches profiles are kept up to date and available on request. Part time coaches also encouraged to follow best practice and attend courses to support children with learning disabilities and special needs
Staffing ratios	Insufficient staff ratio to children pose a risk where children may be unsupervised during activities Opportunity for a child to go missing and be unnoticed by staff Risk of not witnessing a serious incident if it was to arise	High	Pre: FA coaches to child ratios adhered too and followed within all sessions. Supported by Registered Childcare Provider procedures and policies During: Jersey FA Lead Community Coach to check and verbally confirm correct ratios. Appropriate action taken if not adhered to.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.

4. Site

AREA OF CONCERN OR AREAS TO CONSIDER	RISK TO YOUNG PEOPLE AND/OR ADULTS WITH A DISABILITY	RISK RAG RATING	SOLUTION/MITIGATION	SOLUTION/ MITIGATION RAG RATING	REVIEW POST-ACTIVITY AND BY WHOM
Travel arrangements Bus stops, trams, trains etc.	Children travelling with adults to and from Springfield Stadium without consent. Children walking to and from football without prior knowledge to Community Team.	High	Pre: Timings and finer details of the sessions emailed out to all involved prior to the sessions starting. Parents to confirm if their child is travelling to and from football alone within application form. Community Coaches to be aware of any children not dropped off and signing out without parent. Phone call to parents if required to confirm if information not already on the register. During: Lead Coach check with children the travel arrangements in place. Checks also made with parents/guardians of these travel arrangements.	Low	Ensure all applications are always up to date with option to inform us of how children make their way to and from sessions. Never to use previous fun week register information for a child. Ensure it is completed for each attendance
Drop off and pick up points	Children maybe unsupervised before and after coaching sessions. Potential abduction or other dangers. A coach could sign a child out themselves as walking home when a parent is meant to be collecting. A child could walk through the exit gate unaware to the coach and be involved in an accident in the car park.	High	Pre: Timings and finer details of the sessions emailed out to all involved prior to the sessions starting. On arrival and departure, a child to be signed in/out by Community Coach with register. Parents contact Jersey FA full time Community Coaches via email, call, or text if children are unable to attend coaching session. During: children picked up by parents at end of session. Community Coaches will remain on site until all players have been collected or confirmed leave by parents/guardians consent.	Low	On a daily basis. Parents are contacted by Jersey FA Lead Community Coach or full time Community Coaches if there are any attendance or punctuality issues.

Drop off and pick up points x2 (offsite) if required	Springfield Stadium Gyrotory car park is available for parents to park and then walk with child to and from venue. Risks in above section to be considered if a child is to be left unsupervised to walk between listed car parks to Springfield 3G.	High	Parents are contacted with clear site map and directions for car park. It is made clear that no children are to walk unsupervised under the age of Year 5 unless we have consent from parents prior to session. The staff member will have a copy of the register with contact details for parents and Lead Community Coach. They will ensure that children are supervised on their walk to and from the venue by their parent / guardian. If we notice this has not happened, we contact the parent.	Low	Community Coach onsite for drop off and collection to report to Jersey FA Lead Community Coach on a daily basis on any concerns that may arise
Information provided to participants on nearby public transport links	Not applicable				
Car parking Disability parking bays	Players may be at risk due to drop off outside the Stadium and at roadside. Car park can get busy with other users so risk of an accident possible Car Parks can get busy during collection between 3-30pm. Risk of injury or accident by car to a child/adult possible. Some Parents do not get out of cars when collecting, meaning coaches cannot confirm who is within the car	Medium	Pre: Springfield Stadium and car parks listed (Springfield School and Gyrotory) provides sufficient car parking and drop off areas. Children now listed in groupings and using different drop off and collection points. Drop off and collection points clearly stated in finer details email sent out to all parents before the sessions commence. During: Traffic control provided through Independent Parking Officer used by Springfield Stadium Management Lead Coach or Coordinator to ensure car park is monitored and arrange for a coach to be within the car park to help traffic flow if/when required. Ensure all parents collecting have to park and come and sign children out sight of coaches.	Low	Coaches to raise any concern of car parking or risks to children when signing out with lead coach daily. If required email to be sent to all parents. Coach to monitor car park when/if required by Lead Community Coach or Course Coordinator

Changing rooms and showers	Location of changing rooms, accessible to the public or other adults. Supervision of players if changing. Risk of an inappropriate adult or youth being within the facility and having exposure to the children Opportunity for children to be alone unsupervised throughout the week. If any incidents were to occur, it would not be aware to staff/coaches	High	Pre: Assess changing room facilities location and access that the public have to them before, during and after sessions. Ensure all required doorways and gates are locked during activities. These are to be locked by lead coaches or course coordinator. No unauthorized access available throughout the week. Visitor sign in/out form completed when required. At all times throughout breaks and lunches coaches are rotating to monitor toilets and changing rooms Signage placed on changing room doors to clearly state access to changing room and toilets only accessible for children involved within Community Programme. Use of FA recommended guidelines for 'Changing Rooms and Showering Facilities as best practice' (attached) to include: - Coaches do not change at the same time as children - When children changing supervision is provided by two members of staff - No pressure placed on players to shower - Prohibited use of mobile phones in changing rooms During: Inform children /parents/guardians of rules relating to players visiting changing rooms/toilets. Ensure children are told of and are aware of the rules/risks using age appropriate language. Also, what to do if any person does not feel safe or have a concern. Jersey FA Community Coaches to spot check toilets and changing rooms throughout sessions	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manger If required review with Stadium management to ensure no accesses are opened by stadium staff and left unattended during sessions
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Toilet facilities including access and location	Location of toilet facilities, access to public or other adults. Supervision of children if using toilet facilities. Risk of an inappropriate adult or youth being within the facility and having exposure to the children Opportunity for children to be alone unsupervised throughout the week. If any incidents were to occur, it would not be aware to staff/coaches	High	Pre: Assess to toilet facilities on location only for children involved in Community Programme (Changing Rooms). Signage placed on changing room doors to clearly state access to changing room and toilets only accessible for children involved within Community Programme and which group. No unauthorized access available throughout the week. Visitor sign in/out form completed when required. At all times throughout breaks and lunches coaches are rotating to monitor toilets and changing rooms Coaches and Parents to use public toilets in Springfield cafe. Changing rooms to be used as a one in one out basis for children throughout the week. Consider information displayed in toilets to inform children about being safe - posters on toilet walls. During: Inform coaches and parents of rules relating to children visiting toilets. Ensure children are told of and are aware of rules/risks using age appropriate language. Also, what to do if any person does not feel safe or have a concern. Jersey FA Community Coaches to spot check toilets and changing rooms throughout Sessions	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager If required review with Stadium management to ensure no accesses are opened by stadium staff and left unattended during sessions
Wi-Fi access	Inappropriate use of mobile phones by players, coaches, parents or public.	Medium	Pre: Use of FA recommended guidelines for 'Social Networking, Websites, Mobile Phones and Emails as best practice' to include: Children advised by coaches to always tell an adult they trust about communications that make them feel uncomfortable or where these been	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager

			asked not to tell their parent/guardians about the communication. During: Community Programme policy is for NO USE of mobile phones between arrival and departure in changing rooms. Mobile phones to be used if contact required with parents/carers after coaching sessions only.		
Other considerations: Venue/site boundaries General site patrol	Unauthorized access to 3g pitch before, during and after coaching sessions. Due to closed off view of pitch, spectator areas are now accessible. Risk of adult or child trying to enter playing facility during sessions. Risk to children and staff. Possibility of adult or child jumping over the inner fence during a session. Risk to children and staff Risk of child leaving during the sessions unnoticed.	Medium	Pre: coaches at required entrance and exit gate when unlocked for sign in/out process. Once a coach is to leave the gate, inside pitch gates are shut to prevent access by public or child leaving on own accord. Coaches to observe throughout the session. During: Daily patrol by Springfield Staff. Full time Community Coaches monitor pitch usage and gates. Report those on pitch or within facility who should not be there. Side gates are shut on departure by Springfield Staff. Final check with changing rooms to ensure that all players have left site. During the sessions gates are shut and observed	Low / Medium	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager Lead Coach to ensure spectators are in areas. Sufficient coaches onsite to cater for safeguarding control and awareness
Other considerations: Venue/site boundaries	Work site still onsite however now closed off to the pitch. Still could be risk of children entering work site if anything is left open without suitable safety equipment and be at risk of harm or injury.	High	Pre: Coaches are all briefed on areas of access and no access throughout course. This information is shared with children in pre course briefing as they arrive in groups. Stay within inner fencing, only collect balls behind inner fencing if coaches allow. During: All site boundaries for children and coaches is controlled by outer fence. Coaches to ensure they are onsite and aware of any gates that may be open (Spectator areas) If any equipment (i.e. balls) are to go over the fence or out of fencing. No children are to go into site area, Only site staff can return equipment or coaches with permission.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager

Playing area (Goal posts, surface, pitch markings, RESPECT barriers)	The pitch has incorrect pitch markings. There is a poor standard of goal frames. Rubbish left on the pitch and potential damage to pitch. Equipment is unsafe and in using it could cause potential harm to a child. Respect barriers in use however coaches to be aware of parents or spectators that may be in attendance on the outside shouting inappropriate information and child feeling intimidated	Medium	Pre: Coaches Health and Safety check prior to every session. Full sized and portable goals used at all sessions. During: Coaches regularly check equipment, goalpost frames and report any issues to Lead Community Coach. During: Respect sign for all children to see and give awareness of positive environments. Help them to feel comfortable to raise a concern if they feel they need to.	Low	Springfield Site Manager to ensure 3G pitch maintenance programme is in place. Lead Community Coach to raise any concerns with site manager if required.
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Facilities - Classroom - Electrical equipment - Wi-Fi access - General site patrol	Not applicable.				
Spectator areas Appropriate space for wheelchairs and mobility aids Any risks to a child when using these areas throughout the week Spectators allowed permission to be onsite during sessions	Inadequate level of standard for spectators to observe sessions. Children could be misbehaving and risk of falling over seats or stairs. Too many children in an area at one time resulting in an injury Unaware of adults / young people within spectator areas. Risk of people taking photos, interacting with children, entering the pitch or changing rooms	High	Coaches can open access to stand and seating areas if required however no spectators or visitors on site throughout course delivery if unknown to coaches. Sign in / Out form if required During all breaks and lunches, the stand is monitored to ensure now misbehavior During breaks and lunches if the area is used it is clearly marked out for groups to have their own areas.	Low	Lead coach of each group to brief all participants on expectations with behaviour when in the stand. Lead coach to brief all coaches regarding access allowed to spectator areas and concerns to be aware of and look out for.

			If spectators are to be allowed within spectator areas coaches need to be aware of who they are and what they may be doing. Spectator areas are required to be clearly designated with pathways blocked to areas of the stand / changing rooms to ensure no mix with participants.		
Public accessibility • Wheelchair access • Car parking • Disabled parking • Clear access and exit routes on paths • Open park access	The sessions may not be easily accessible for the general public. The site is shared with public and 'Active' Card users.	Medium	Car parks x 2 available. Community Programme users use the pitch side gates or tunnel to enter facility depending on details shared prior to course. 'Active' users and public use the main entrance to facility.	Low	

5. Reporting Incidents

AREA OF CONCERN OR AREAS TO CONSIDER	RISK TO YOUNG PEOPLE AND/OR ADULTS WITH A DISABILITY	RISK RAG RATING	SOLUTION/MITIGATION	SOLUTION/ MITIGATION RAG RATING	REVIEW POST-ACTIVITY AND BY WHOM
Arrangements for referral of concerns and managing allegations	Potential for child abuse if allegations go unreported. Inconsistency in managing allegations. A child may not know who to speak to or raise a concern if they have one. Children not enjoying participation in the week due to other children or coaches poor behaviour	High	Pre: Parents contacted via email with finer details of the Fun Week. Clear indication of Course Welfare Officer and who to contact if they would like to raise any concerns. Jersey FA Safeguarding Children Policy and Procedures which include “Whistle Blowing” Policy and the process for reporting concerns information on website and easily accessible to parents. All children/parents to have access to Jersey FA website with all safeguarding policies and contacts available. All Community Coaches have attended FA Safeguarding Children workshops and training and are aware of the process for referrals. During: Jersey FA Lead Community Coach on site at all times as point of contact for any referrals or quires needing to be shared by children or parents	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager Quality Assurance provided through Senior Safeguarding Management Team. Any concerns raised will be dealt with and logged in Jersey FA shared drive - Complaints Log - Safeguarding Referral log

6. Medical

Please refer to medical training and note that if a current Medical Emergency Action Plan (MEAP) has been written for the event or venue this section of the safeguarding risk assessment tool may not be necessary. If this is the case, you may choose to record this.

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Management of allergies Nuts/bees/anaphylactic shock	Allergic reaction to nuts, bees or substances (ie peanuts, penicillin, bites or stings from insects).	High	Pre: Application forms completed by parents with information of name, age, medical condition and any other information. These forms are completed by parents and returned to full time Community Coaches before children participates. Register is updated as required During: First Aid qualified coaches on site to administer Epi-pen if advised by Emergency Services.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager
Relevant medical information in respect of participants including storage and access Child/Adults with a disability should be encouraged to provide relevant information	Mis-diagnosis of medical situation (ie Injuries, Illness, Asthma, Allergies)	High/Medium	Pre: Application forms completed by parents with information of name, age, medical condition and any other information. These forms are completed by parents and returned to full time Community Coaches before children participates. Register is updated as required During: Relevant medical information passed on to Lead Coaches by Jersey FA Lead Community Coach so they are aware of any issues.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager
Relevant emergency contact information for participant	Inability to contact and communicate with parents/carers in emergency situation.	Medium	Pre: Application forms completed by parents with all contact information (Email and Contact Numbers). These forms are completed by parents and returned to full time Community Coaches before player participates. Register is updated as required During: Signed forms with Emergency contact information held by Jersey FA Community Team.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager. Data added to Jersey FA Community Programme database and updated regularly on registration for

			Regular dialogue with parents/guardians via email, telephone calls and at Community sessions		sessions
First aid and medical Information • Qualified First Aiders • Treatment Room • Closest A&E to the venue • Local medical centres/First Aid arrangements	No first aid kit available. Inappropriate treatment of injuries by unqualified staff. Delay between injury sustained and treatment by qualified staff.	High	Pre: All Community Coaches are First Aid qualified. First Aid Kit available at all sessions. Nearest defib is in main reception or JFA Office General Hospital 10 mins from venue.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager
Severe weather provision	Extreme heat can cause dehydration, heat stroke, sun burn. Severe winds can cause injury through inappropriate equipment. Freezing temperatures may result in transport difficulties.	High	Pre: Lead Coach checks weather forecast on daily basis. Children advised to wear appropriate clothing to mitigate weather conditions. Cool boxes available when required. Coaching sessions adapted during cold spells ie increased small-sided games and ball each activities. Changing room and indoor hall used when required. Coaches to be aware of child well-being and raise any concerns to lead coaches if they feel a child may be unable to continue or parent be contacted.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager

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Emergency evacuation procedures - Fire evacuation plan - Contingency plan other emergencies	Danger from fire or explosion. Child going the wrong way in case of emergency	High	Pre: Emergency evacuation procedure in place. Coaches and players made aware of procedure – meeting point, far side of pitch away from the stand. Clearly indicated by sign on the wall. During: Emergency Services to be contacted. Roll call of players and coaches.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.
Dietary Information e.g. allergies/cultural issues	Insufficient amount of food and drink to meet needs of children. Children sharing food resulting in allergic reaction.	High	Email confirmation and reminders inform parents to provide suitable packed lunches and drinks. Strict rules on children not sharing food with each other unless receipt of parental consent.	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.

7. Other

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Relevant insurance is in place - Public liability cover - Personal accident cover Car insurance Travel insurance Other as required	Treatment costs for injury sustained or financial loss to parents	High	Pre: Blue Fin (FA preferred insurers) coverage in place for personal accident and all off Island fixtures. Also covered for travel to and from venues.	Low	After: Insurance policies reviewed annual by Jersey FA CEO.
Supplementary communication E.g. BSL signers Provision for non-English speakers	Children not understanding instructions from coaches. Programme includes children who first language is not English (possibly Portuguese, Polish)	Medium	Coaches made aware of children who may have language barriers. During delivery use of different coaching techniques (ie whiteboards, demonstrations and buddying up).	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.
Other			Pre: During:		

8. Risk Assessment approved

RISK ASSESSMENT SIGN OFF	FULL NAME	SIGNATURE	DATE
Risk Assessment completed by:	Daniel Seviour		08/02/2022
Designated Safeguarding Officer/ Deputy Senior Safeguarding Lead:	Brian Oliver		08/02/2022

9. List of events/activities approved to take place at the venue

EVENT/ACTIVITY	DATE OF EVENT/ACTIVITY	LEAD CFA CONTACT	EVENT/ACTIVITY SAFEGUARDING LEAD	LEAD DELIVERY ORGANISATION (CFA, FA, club, league, private hire, etc.)	DELIVERY ORGANISATION'S LEAD CONTACT(S) (if not CFA)
After School Skill Sessions	Weekly Tuesday to Friday during term time	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Jersey FA	Name: Contact information:
Holiday Courses	Weeks x 11 outside term time (Monday to Friday)	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Jersey FA	Name: Contact information:
Club Festivals	Weekends throughout the season	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Jersey FA	Name: Contact information:
School Festivals	Mid-week throughout the season	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Name: Daniel Seviour Contact information: Daniel.seviour@jerseyfa.com 07797 799491	Jersey FA	Name: Contact information:
		Name: Contact information:	Name: Contact information:		Name: Contact information:

10. Review

It is good practice to review risk assessments after events/activities to learn from experience and adapt accordingly

MONTH/ YEAR	REVIEW TYPE	REVIEW	FURTHER ACTION REQUIRED
	Section 1: General Information	Review date – Completed to be completed by Monday 20 th February	
	Section 2: Consent		
	Section 3: Suitability of Staff and Volunteers		
	Section 4: Site		
	Section 5: Reporting Incidents		
	Section 6: Medical		
	Section 7: Other		

Additional Comments: To continue to update in line with Covid Risk Assessment. Covid Risk Assessment and procedures within to be continued due to positive affect it has had on delivery of Fun Weeks even if procedures are not required by government guidelines.