



**Community Programme**  
**Holiday Fun Weeks**  
(October 23<sup>rd</sup> – 27<sup>th</sup>)

**Safeguarding Risk Assessment**

**2023 - 2024**

# 1. General information

<b>Date of Assessment / Review</b>	Assessed 17/10/2023 – Review November 3 <sup>rd</sup>
<b>Date of event</b>	Programme delivered at Springfield Stadium 3G: Dates: Monday 23 <sup>rd</sup> – Friday 27 <sup>th</sup> October Time: 8am – 3.30pm Ages: 5-13
<b>Venue Location</b>	Name of Venue: Springfield Stadium Address: Janvrin Road, St. Helier, Jersey JE2 4LF
<b>Lead Delivery/Event Organisation</b>	Name: Jersey FA Community Programme Address: Janvrin Road, St. Helier, Jersey JE2 4LF
<b>Lead Organisation contact</b>	Name: Daniel Seviour, Jody Byrne Email address: <a href="mailto:daniel.seviour@jerseyfa.com">daniel.seviour@jerseyfa.com</a> , <a href="mailto:jody.byrne@jerseyfa.com">jody.byrne@jerseyfa.com</a> Telephone number: 07797 799491, 07797923209
<b>Venue point of contact Safeguarding/ Access/Contract (for example)</b>	Name: Daniel Seviour Contact information: As above How information to be displayed at event:
<b>County FA DSO Contact (include name, email and contact number)</b>	Name: Alan Williams Email address: <a href="mailto:alan.williams@jerseyfa.com">alan.williams@jerseyfa.com</a> Telephone number: 07797 839466
<b>Location (GPS co-ordinates)</b>	49.1913 N, 2.1012 W

<b>Defibrillator location</b> NB: Information on this can be found via <a href="https://heartsafe.org.uk">heartsafe.org.uk</a>	Location: at Springfield Stadium Reception & one located in the Jersey FA Office  Code: Open access when/if required
<b>Identify location of any access barrier keys</b>	Keys are held by Springfield Stadium staff – copies also held by Jersey FA Lead Community Coach and full time Community Coaches.
<b>Emergency vehicle access</b>	Customer car parks x 2 – Roadside emergency gate to be prioritised due to site development work. Access gates to be clear at all times.
<b>Air Ambulance landing location</b>	In the middle of the 3g football pitch within the Stadium
<b>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</b>	Visitor Log is held for any external visitors or organisations that may need to attend the facility while the course is being delivered
<b>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.</b>	Policies referred to: Jersey FA Community Programme - Safeguarding Children Policy and Procedures and JFA Disability and SEN Policy
<b>Where there is a contract for services or SLA in place does this specify or reference the necessary/minimum safeguarding arrangements</b>	Name: N/A  Contact information:
<b>Distribution list</b>	

<b>POLICIES TO BE REFERENCED</b>		
<b>Safeguarding – young people. May not be applicable to the participants but may be needed for spectators etc.</b>	Jersey FA Safeguarding Children Policy and Procedures	
<b>Safeguarding – Adults at Risk. May not be applicable to the participants but may be needed for spectators etc.</b>		
<b>Social media/photography</b>	Jersey FA Social Media Policy	
<b>Anti-bullying</b>	Jersey FA Anti-bullying Policy	
<b>Any additional reporting policy e.g. education provider or if discriminatory reference to Kick It Out</b>	Jersey FA Behaviour Management Policy, Jersey FA Disability and SEN Policy, Jersey FA Equality, Inclusion and Diversity Policy	
<b>DOCUMENTS TO BE COMPLETED</b>		
<b>Codes of Conduct</b>	Jersey FA Safeguarding Code of Conduct 2023-24 signed by all volunteers	
<b>Contract Agreement</b>	N/A	
<b>Medical Emergency Action Plan (MEAP)</b>	Jersey FA Fire and Emergency Action Plan Policy	
<b>IS PARENT/CARER CONSENT REQUIRED?</b>	<b>PERSON UNDER 18</b>	<b>ADULT WITH A DISABILITY</b> (Assume adults can self-consent, unless you have reason to believe they cannot)
<b>To attend event</b>	Yes – see application form	
<b>For child/children/person to be filmed and photographed</b>	Yes – see application form	
<b>Consent to be contacted via social media/to access information via social media/be visible via social media</b>	Yes – see application form	
<b>For child/children/person to stay away in overnight accommodation as part of a football event/activity</b>	N/A	
<b>For child/children/person to travel overseas as part of a football event/activity (if applicable)</b>	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
<b>Consent to attend Centre sessions (application forms)</b>	<p>Children attending Community Programme sessions without parent's knowledge. Safety of child could be compromised.</p> <p>A child could attend on the day without any medical information received. Potential risk to child's health and wellbeing.</p> <p>A child could attend on the day without contact information for parent / guardian. Unable to contact parent / guardian to solve concern.</p> <p>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</p>	High	<p>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.</p> <p>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.</p> <p>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</p> <p>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.</p>	Low	<p>JFA Lead Community Coaches to update application forms and information with any change of detail as required before next application process</p> <p>All consent information requested for applications is to be updated on each attendance with no use of previous fun week attendance consent</p>
<b>Photography/film consent for child/children/person to be filmed and photographed</b>	<p>Potential conflict with parents and risk to images of children being used inappropriately to include:</p> <p>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</p>	High	<p>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.</p> <p>Use FA recommended guidelines for</p>	Low	<p>JFA Lead Community Coaches to update application forms and information with any change of detail as required before next application process</p>

	<p>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.</p>		<p>‘Celebrating Football through Photographs and Video’ as best practice (attached) including:</p> <p>Don’t:</p> <ul style="list-style-type: none"> <li>- Publish photos with full names of players unless received written consent;</li> <li>- Use picture with detailed personal information</li> <li>- Take individual pictures of children</li> <li>- Allow images to be recorded in changing rooms, showers</li> </ul> <p>During: Full Time Community Coaches only coaches to gather images for marketing purposes and photos added to JFA database</p>		
<p><b>Social media</b></p> <p>Consent to be contacted via social media/to access information via social media/ be visible via social media</p>	<p>Potential for ‘grooming’ of individual children</p> <p>Potential risk of photos or information being shared on websites unknown to the child / business</p> <p>If consent isn’t received and a photo is used for promotion –</p> <ul style="list-style-type: none"> <li>- Risk of inappropriate adults seeing or using the image</li> <li>- 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</li> </ul>	High	<p>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.</p> <p>Use of FA recommended guidelines for ‘Social networking, websites, mobile phones and email communications’ (attached) as best practice.</p> <p>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</p> <p>During: Full Time Community Coaches only coaches to gather images for marketing purposes and photos uploaded to JFA database</p>	Low	<p>JFA Lead Community Coaches to update application forms and information with any change of detail as required before next application process</p>

### 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
<p><b>Signed Code of Conduct for staff and volunteers</b></p> <p>(Consider making Code of Conduct available in different formats e.g. Braille, large print)</p>	<p>Children in an environment which is not 'child centered'. Lack of clarity of acceptable and unacceptable behaviour from players, coaches and parents.</p> <p>Coaches unaware of reporting process of any concerns they may have.</p> <p>A coach may not adhere to standards required from the Jersey FA therefore putting a child participating at risk.</p>	<p>High</p>	<p>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</p> <p>Coaches briefings held with all coaches working on the Week before the start date to refresh safeguarding and code of conduct expectations within delivery.</p> <p>Safeguarding Codes of Conduct signed by coaches and returned to JFA Lead Community Coach before delivering on the programme.</p> <p>Code of Conduct standard is also explained to all children at the first session by the lead coaches with expectations on behavior.</p> <p>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.</p> <p>Minimum monthly Quality Assurance visits by Jersey FA FDM to monitor.</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with JFA Lead Community Coach and Football Development Manager.</p> <p>Continue to review within 1-1 development meetings with coaches to check and challenge understanding. Also, to offer opportunity of feedback from the coaches.</p>

<p>Suitability of staff:</p> <ul style="list-style-type: none"> <li>• DBS</li> <li>• Safeguarding education (children)</li> <li>• Safeguarding education (adults at risk)</li> <li>• Any additional safeguarding training</li> <li>• Disability awareness</li> <li>• Other training, e.g. relevant cultural awareness</li> </ul>	<p>Unchecked coaches with access to players – potential risk of child abuse</p> <p>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</p> <p>Coaches may be unaware how to support children with learning disabilities or special needs putting them and others at risk</p>	<p>High</p>	<p>Pre: Adopt FA Responsible Recruitment guidelines for recruiting volunteers including:</p> <ul style="list-style-type: none"> <li>- Role Descriptions</li> <li>- Introduction Presentation</li> <li>- ID documents</li> <li>- 1:1 meeting</li> <li>- References</li> <li>- CRC Check</li> <li>- Coaching qualifications</li> </ul> <p>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).</p> <p>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)</p> <p>All Community Coaches up to date with FA Safeguarding Workshop certificates. Programme Welfare Officer completed WO training provided by the FA.</p> <p>Jersey FA Safeguarding Children Policy and Procedures circulated via email and team meetings to all coaches with review held quarterly by full time staff</p> <p>During: Maintain up to date register of DBS checks, Safeguarding education and any training. Report any coach not thought to be compliant.</p>	<p>Low</p>	<p>After: Review and evaluate for any breaches of compliance through 1:1 meetings with Jersey FA Lead Community Coach and Football Development Manager</p> <p>Quality assurance visits by Football Development Manager throughout the week.</p> <p>Quality Assurance provided through Senior Safeguarding Management Team.</p> <p>Lead coach to ensure all coaches profiles are kept up to date and available on request.</p> <p>Part time coaches also encouraged to follow best practice and attend courses to support children with learning disabilities and special needs</p>
<p>Staffing ratios</p>	<p>Insufficient staff ratio to children pose a risk where children may be unsupervised during activities</p> <p>Opportunity for a child to go missing and be unnoticed by staff</p> <p>Risk of not witnessing a serious incident if it was to arise</p>	<p>High</p>	<p>Pre: FA coaches to child ratios adhered to and followed within all sessions. Supported by Registered Childcare Provider procedures and policies</p> <p>During: Jersey FA Lead Community Coach to check and verbally confirm correct ratios. Appropriate action taken if not adhered to.</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.</p>



## 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
<p><b>Travel arrangements</b> Bus stops, trams, trains etc.</p>	<p>Children travelling with adults to and from Springfield Stadium without consent.</p> <p>Children walking to and from football without prior knowledge to Community Team.</p>	High	<p>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.</p> <p>During: Lead Coach check with children the travel arrangements in place. Checks also made with parents/guardians of these travel arrangements.</p>	Low	<p>Ensure all applications are always up to date with option to inform us of how children make their way to and from sessions.</p> <p>Never to use previous fun week register information for a child. Ensure it is completed for each attendance</p>
<p><b>Drop off and pick up points</b></p>	<p>Children maybe unsupervised before and after coaching sessions. Potential abduction or other dangers.</p> <p>A coach could sign a child out themselves as walking home when a parent is meant to be collecting.</p> <p>A child could walk through the exit gate unaware to the coach and be involved in an accident in the car park.</p>	High	<p>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.</p> <p>Parents contact Jersey FA full time Community Coaches via email, call, or text if children are unable to attend coaching session.</p> <p>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.</p>	Low	<p>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.</p>

<p><b>Drop off and pick up points x1 (offsite) if required</b></p>	<p>Springfield Stadium Gyrotory car park is available for parents to park and then walk with child to and from venue.</p> <p>Risks in above section to be considered if a child is to be left unsupervised to walk between listed car parks to Springfield 3G.</p>	<p>High</p>	<p>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.</p> <p>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.</p>	<p>Low</p>	<p>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</p>
<p><b>Information provided to participants on nearby public transport links</b></p>	<p>Not applicable</p>				
<p><b>Car parking</b> Disability parking bays</p>	<p>Players may be at risk due to drop off outside the Stadium and at roadside.</p> <p>Car park can get busy with other users so risk of an accident possible</p> <p>Car Parks can get busy during collection between 3-30pm. Risk of injury or accident by car to a child/adult possible.</p> <p>Some Parents do not get out of cars when collecting, meaning coaches cannot confirm who is within the car</p>	<p>Medium</p>	<p>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.</p> <p>Drop off and collection points clearly stated in finer details email sent out to all parents before the sessions commence.</p> <p>During: Traffic control provided through Independent Parking Officer used by Springfield Stadium Management</p> <p>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.</p>	<p>Low</p>	<p>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.</p> <p>Coach to monitor car park when/if required by Lead Community Coach or Course Coordinator</p>

**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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<p><b>Toilet facilities including access and location</b></p>	<p>Location of toilet facilities, access to public or other adults. Supervision of children if using toilet facilities.</p> <p>Risk of an inappropriate adult or youth being within the facility and having exposure to the children</p> <p>Opportunity for children to be alone unsupervised throughout the week. If any incidents were to occur, it would not be aware to staff/coaches</p>	<p>High</p>	<p>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.</p> <p>No unauthorized access available throughout the week. Visitor sign in/out form completed when required.</p> <p>At all times throughout breaks and lunches coaches are rotating to monitor toilets and changing rooms</p> <p>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.</p> <p>Consider information displayed in toilets to inform children about being safe - posters on toilet walls.</p> <p>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</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manger</p> <p>If required review with Stadium management to ensure no accesses are opened by stadium staff and left unattended during sessions</p>
<p><b>Wi-Fi access</b></p>	<p>Inappropriate use of mobile phones by players, coaches, parents or public.</p>	<p>Medium</p>	<p>Pre: Use of FA recommended guidelines for 'Social Networking, Websites, Mobile Phones and Emails as best practice' to include:</p> <p>Children advised by coaches to always tell an adult they trust about communications that make them feel uncomfortable or where these been</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager</p>

			<p>asked not to tell their parent/guardians about the communication.</p> <p>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.</p>		
<p><b>Other considerations:</b> Venue/site boundaries General site patrol</p>	<p>Unauthorized access to 3g pitch before, during and after coaching sessions.</p> <p>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.</p> <p>Possibility of adult or child jumping over the inner fence during a session. Risk to children and staff</p> <p>Risk of child leaving during the sessions unnoticed.</p>	Medium	<p>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 (not locked) to prevent access by public or child leaving on own accord. Coaches to observe throughout the session.</p> <p>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 (not locked) on departure by Springfield Staff. Final check with changing rooms to ensure that all players have left site.</p> <p>During the sessions gates are shut and observed</p>	Low / Medium	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager</p> <p>Lead Coach to ensure spectators are in areas. Sufficient coaches onsite to cater for safeguarding control and awareness</p>
<p><b>Other considerations:</b> Venue/site boundaries</p>	<p>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.</p>	High	<p>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.</p> <p>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)</p> <p>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.</p>	Low	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager</p>

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<p><b>Fire exit gates, access to evacuation point</b> Due to request of UK management. All side gates are requested to be unlocked during use in line with capacity requirements.</p>	<p>Fire emergency gates around the 3G facility are open giving opportunity for anyone to come on site and cause risk to children / staff.</p> <p>Children could leave venue without notice.</p> <p>Gates not accessible in case of emergency and all children/staff and spectators put at risk.</p>	High	<p>Confirmation with Jersey Fire service regarding capacity limits and number of access gates that are required to be open. Max capacity required during course 200 (120 children, staff 12-15 for certain and potential 65 spectators at one time) resulting in x5 gates needing to be accessible rather than x20.</p> <p>5 gates unlocked and accessible if required spread around pitch – Main Customer Car Park (double gates) Ball Cage Car Park (signal gate) Dugout gates either side (x2 single gates) Emergency Access gate roadside (double gates)</p> <p>Lead coaches of each group responsible of observing gates within their areas. Clear instructions shared to children in briefing on reason for access being emergencies only.</p> <p>Agreement in place to test run emergency evacuation from pitch if alarm was to occur and this to be logged within review document below.</p>	Low – Medium	<p>JFA Lead Community Coach to ensure all communication and information is briefed with lead coaches and understanding in place if evacuation is required.</p> <p>If test runs are delivered, must be logged within review documents.</p> <p>JFA lead to ensure constant dialogue with stadium management and fire service in case of any changes required.</p>
<p><b>Spectator areas</b> Appropriate space for wheelchairs and mobility aids</p> <p>Any risks to a child when using these areas throughout the week</p> <p>Spectators allowed permission to be onsite during sessions</p>	<p>Inadequate level of standard for spectators to observe sessions.</p> <p>Children could be misbehaving and risk of falling over seats or stairs.</p> <p>Too many children in an area at one time resulting in an injury</p> <p>Unaware of adults / young people within spectator areas. Risk of people taking photos, interacting with children, entering the pitch or changing rooms</p>	High	<p>Coaches can open access to spectator standing 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</p> <p>During all breaks and lunches, the stand is monitored to ensure now misbehavior</p> <p>During breaks and lunches if the area is used it is clearly marked out for groups to have their own areas.</p>	Low	<p>Lead coach of each group to brief all participants on expectations with behaviour when in the stand.</p> <p>Lead coach to brief all coaches regarding access allowed to spectator areas and concerns to be aware of and look out for.</p>

			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.		
<b>Playing area</b> (Goal posts, surface, pitch markings, RESPECT barriers)	<p>The pitch has incorrect pitch markings. There is a poor standard of goal frames. Rubbish left on the pitch and potential damage to pitch.</p> <p>Equipment is unsafe and in using it could cause potential harm to a child.</p> <p>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</p>	Medium	<p>Pre: Coaches Health and Safety check prior to every session. Full sized and portable goals used at all sessions.</p> <p>During: Coaches regularly check equipment, goalpost frames and report any issues to Lead Community Coach.</p> <p>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.</p>	Low	<p>Springfield Site Manager to ensure 3G pitch maintenance programme is in place.</p> <p>Lead Community Coach to raise any concerns with site manager if required.</p>
<b>Facilities</b> <ul style="list-style-type: none"> <li>Classroom, Electrical equipment, Wi-Fi access</li> </ul>	Not applicable.				
<b>Public accessibility</b> <ul style="list-style-type: none"> <li>Wheelchair access</li> <li>Car parking</li> <li></li> <li>Disabled parking</li> <li>Clear access and exit routes on paths</li> <li>Open park access</li> </ul>	<p>The sessions may not be easily accessible for the general public.</p> <p>The site is shared with public and 'Active' Card users.</p>	Medium	<p>Car parks x 2 available.</p> <p>Community Programme users use the pitch side gates or tunnel to enter facility depending on details shared prior to course.</p> <p>'Active' users and public use the main entrance to facility.</p>	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
<p>Arrangements for referral of concerns and managing allegations</p>	<p>Potential for child abuse if allegations go unreported. Inconsistency in managing allegations.</p> <p>A child may not know who to speak to or raise a concern if they have one.</p> <p>Children not enjoying participation in the week due to other children or coaches poor behaviour</p>	<p>High</p>	<p>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.</p> <p>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.</p> <p>During: Jersey FA Lead Community Coach on site at all times as point of contact for any referrals or queries needing to be shared by children or parents</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager</p> <p>Quality Assurance provided through Senior Safeguarding Management Team.</p> <p>Any concerns raised will be dealt with and logged in Jersey FA shared drive</p> <ul style="list-style-type: none"> <li>- Complaints Log</li> <li>- Safeguarding Referral log</li> </ul>



## 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.

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

			Regular dialogue with parents/guardians via email, telephone calls and at Community sessions		sessions
<b>Covid -19 &amp; other illnesses (risk of passing on infection)</b>	<p>Risk of children attending the course with signs and symptoms of illnesses and passing that on to other children.</p> <p>More than 1 child using indoor facilities at one time, making it easier to pass on infections.</p>	Medium	<p>Coaches at sign in gates to be observant of children's health and well-being.</p> <p>Course is predominately outside, 1 in 1 out policy still maintained with use of changing room and toilets.</p> <p>Any children showing any signs and symptoms of illnesses aware to speak to a coach and will be kept separate to group until either checked by course lead and allowed to play or parent contacted for collection.</p> <p>Cleaning products readily available to clean any surfaces required.</p>	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager
<b>First aid and medical Information</b> <ul style="list-style-type: none"> <li>· Qualified First Aiders</li> <li>· Treatment Room</li> <li>· Closest A&amp;E to the venue</li> <li>· Local medical centres/First Aid arrangements</li> </ul>	<p>No first aid kit available.</p> <p>Inappropriate treatment of injuries by unqualified staff.</p> <p>Delay between injury sustained and treatment by qualified staff.</p>	High	<p>Pre: All Community Coaches are First Aid qualified.</p> <p>First Aid Kit available at all sessions.</p> <p>Nearest defib is in main reception or JFA Office</p> <p>General Hospital 10 mins from venue.</p>	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager
<b>Severe weather provision</b>	<p>Extreme heat can cause dehydration, heat stroke, sun burn.</p> <p>Severe winds can cause injury through inappropriate equipment.</p> <p>Freezing temperatures may result in transport difficulties.</p>	High	<p>Pre: Lead Coach checks weather forecast on daily basis.</p> <p>Children advised to wear appropriate clothing to mitigate weather conditions.</p> <p>Cool boxes available when required.</p> <p>Coaching sessions adapted during cold spells ie increased small-sided games and ball each activities.</p> <p>Changing room and indoor hall used when required.</p>	Low	After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager



			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.		
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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
<p><b>Emergency evacuation procedures</b></p> <ul style="list-style-type: none"> <li>• Fire evacuation plan</li> </ul> <p>Contingency plan other emergencies</p>	<p>Danger from fire or explosion.</p> <p>Child going the wrong way in case of emergency</p>	<p>High</p>	<p>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.</p> <p>During: Emergency Services to be contacted. Roll call of players and coaches.</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.</p>
<p><b>Dietary Information</b> e.g. allergies/cultural issues</p>	<p>Insufficient amount of food and drink to meet needs of children.</p> <p>Children sharing food resulting in allergic reaction.</p>	<p>High</p>	<p>Email confirmation and reminders inform parents to provide suitable packed lunches and drinks.</p> <p>Strict rules on children not sharing food with each other unless receipt of parental consent.</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.</p>

## 7. Other

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
<p><b>Relevant insurance is in place</b></p> <ul style="list-style-type: none"> <li>Public liability cover</li> <li>Personal accident cover</li> </ul> <p><b>Car insurance</b></p> <p><b>Travel insurance</b></p> <p><b>Other as required</b></p>	<p>Treatment costs for injury sustained or financial loss to parents</p>	<p>High</p>	<p>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.</p>	<p>Low</p>	<p>After: Insurance policies reviewed annual by Jersey FA CEO.</p>
<p><b>Supplementary communication</b></p> <p>E.g. BSL signers</p> <p><b>Provision for non-English speakers</b></p>	<p>Children not understanding instructions from coaches.</p> <p>Programme includes children who first language is not English (possibly Portuguese, Polish)</p>	<p>Medium</p>	<p>Coaches made aware of children who may have language barriers.</p> <p>During delivery use of different coaching techniques (ie whiteboards, demonstrations and buddying up).</p>	<p>Low</p>	<p>After: Review and evaluate through 1:1 weekly meetings with Jersey FA Lead Community Coach and Football Development Manager.</p>
<p><b>Other</b></p>			<p>Pre:</p> <p>During:</p>		

## 8. Risk Assessment approved

RISK ASSESSMENT SIGN OFF	FULL NAME	SIGNATURE	DATE
Risk Assessment completed by:	Daniel Seviour		17/10/2023
Football Development Manager, Designated Safeguarding Officer/ Deputy Senior Safeguarding Lead:	Brian Oliver		17/10/2023

## 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	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	Jersey FA	<b>Name:</b>  <b>Contact information:</b>
Holiday Courses	Weeks x 11 outside term time (Monday to Friday)	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	Jersey FA	<b>Name:</b>  <b>Contact information:</b>
Club Festivals	Weekends throughout the season	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	Jersey FA	<b>Name:</b>  <b>Contact information:</b>
School Festivals	Mid-week throughout the season	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	<b>Name: Daniel Seviour</b>  <b>Contact information:</b> <a href="mailto:Daniel.seviour@jerseyfa.com">Daniel.seviour@jerseyfa.com</a> <b>07797 799491</b>	Jersey FA	<b>Name:</b>  <b>Contact information:</b>
		<b>Name:</b>  <b>Contact information:</b>	<b>Name:</b>  <b>Contact information:</b>		<b>Name:</b>  <b>Contact information:</b>

# 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
	<b>Section 1: General Information</b>	Review date to be Completed by 3 <sup>rd</sup> November	
	<b>Section 2: Consent</b>		
	<b>Section 3: Suitability of Staff and Volunteers</b>		
	<b>Section 4: Site</b>		
	<b>Section 5: Reporting Incidents</b>		
	<b>Section 6: Medical</b>		
	<b>Section 7: Other</b>		

Additional Comments :