



Liverpool County FA

Staff Risk Assessment Process

Youth Activities

This policy is to be used in conjunction with the Football Association's Safeguarding Operating Standards and the County Safeguarding Checklist. Both of these files are available to download from the Shared (W) Drive in the Safeguarding Folder. Should you have any difficulty accessing these documents then please contact the Designated Safeguarding Officer (DSO), Gordon Johnson or Senior Safeguarding Lead (SSL), David Pugh.

Safeguarding children in football is a key priority for Liverpool County FA. We have a collective duty to ensure that all of our processes consider safeguarding in the first instance to keep our game safe and enjoyable for all.

In order to ensure that our activities are safe, a robust risk assessment process must be adhered to. When we, Liverpool County FA, plan any event in which children or young people will be participating, the member of staff who is responsible for this event must complete the Risk Assessment process and, where appropriate, the County Safeguarding Checklist. The Risk Assessment process will ensure that consideration is given to any factors that could potentially cause harm or pose a threat to the children or young people who are participating. The Risk Assessment provides an opportunity to consider what could go wrong or where additional consideration, planning and support may be required.

Should you require any of the above please contact your Designated Safeguarding Officer, Gordon Johnson, in the first instance. If your DSO is unavailable please contact the Senior Safeguarding Lead, David Pugh, or follow

the Deputy process which is currently in place and has been distributed to all staff.

The Deputy process is also available to access on the Shared (W) Drive in the Safeguarding folder.

Once your Risk Assessment is complete please return it to the DSO who will review the information and discuss this with the Senior Management Team (SMT). This is to ensure that there are no further risks that need to be identified as well as ensuring that the SMT are happy with the programme or event that is due to be run. Please ensure that completed Risk Assessments are sent to the DSO no later than 28 days prior to the programme or event start date. Failure to ensure that a Risk Assessment is submitted prior to this date may result in your programme or event not being authorised. The SMT should return your Risk Assessment no later than 14 days prior to the programme or event start date.

The County Safeguarding Checklist is a valuable tool that you can use to ensure your programme or event is safe. The document gives guidance on gaining parental consent, photography, staff ratios, and accident and incident forms together with much more. Please read this document when considering your chosen programme or event to ensure that the service we are providing is as safe and professional as possible.

If you have any questions please contact your DSO or SSL. You may also refer to the Safeguarding Operating Standards or The FA's website for further guidance on safeguarding in football.

Let's keep football safe not sorry.