SAFEGUARDING RISK ASSESSMENT TEMPLATE

EVENT DETAILS	
EVENT: (e.g. Under-10s' coaching sessions)	**DATE:**
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
SECOND ADULT CLUB OFFICIAL NAME, ROLE FOR SESSION AND CONTACT NUMBER:	
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:	

VENUE DETAILS (e.g. Club)	
VENUE NAME AND ADDRESS:	
VENUE LEAD CONTACT NAME:	**CONTACT NUMBER:**
VENUE GPS CO-ORDINATES:	**WIFI ACCESS:**

CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
Safeguarding children		
Adults at risk		
Social media use		
Use of photograph and filming		
Anti-bullying		
Code of Conduct, including acceptable behaviour		
Equality, diversity and inclusion		
Managing challenging behaviour		
Other(s): e.g. parent/carer consent		

EMERGENCY PROCEDURES	
Emergency Action Plan:	**YES** **NO**
Location of nearest defibrillator:	
Name of designated runner to bring defibrillator to incident site:	
Location of any access barrier keys:	
Emergency vehicle access:	
Air ambulance landing station:	

INSURANCE COVER	YES	NO
Personal Accident and Public Liability insurance cover		

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Note: The numbers in red which occasionally appear in the first column of the examples refer to FA safeguarding guidance notes, which you can find here.

AREA OF CONCERN/RISK	What are the concerns/risks relating to? • Children (under 18s)? • Adults at risk of harm? • Consider additional needs/disability	Risk Level	Actions to reduce or remove the concern/risk?	Responsibility	Communication briefing or training	Change to risk level	Review activity (Who?)
FACILITIES: Access to toilets, e.g.: • Supervision; • Hand-washing and/or rub 'washing' facilities.							
	Adults at risk of harm						
Site boundaries, e.g.: • Public access; • Roads; • Location of facilities; • Drop-off point and access to pitches/training areas.							
	Adults at risk of harm						
STAFFING: Staffing ratios: • Defined lead/support roles; • Supervision under-18 volunteers. **5.5**							
	Adults at risk of harm						

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Guidance re staff conduct: • Signed Code of Conduct. Clarity re: acceptable/unacceptable practice. **5.2** *(Club Welfare Officer);* **10.9** *(Easy Read – The FA Grassroots Code)* • Risk assessments done for anyone carrying out high risk roles/tasks.							
	Adults at risk of harm						
CONSENT: Parents briefed on activity and have given informed written consent to do activity. **8.2**							
	Adults at risk of harm						
Consent to be photographed/filmed. **8.2** *and* **8.3**							
	Adults at risk of harm						
Consent for contact via social media and to have info on/be visible on social media. **6.1** *and* **6.2**							
	Adults at risk of harm						

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HOW TO MAKE A REFERRAL OR RAISE A CONCERN: Clear procedures for referring safeguarding concerns and managing allegations against staff. **2.1** *and* **2.2**							
	Adults at risk of harm						
Children and parents/carers given DSO details and how to raise concerns. **7.1**							
	Adults at risk of harm						
TRAVEL: Drop off/pick up arrangements e.g.: • Accessible parking; • Signage; • Managing parents.							
	Adults at risk of harm						

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MANAGING ADDITIONAL NEEDS: Participant additional needs, e.g.: • Deaf players (BSL signers); • Blind players; • Wheelchair accessibility; • Learning disability; • Autism; • ADHD; • Pan-disability; • Impairment-specific; Interpreters where English not spoken **7.2** *and* **10.1** *to* **10.10** *inclusive*							
	Adults at risk of harm						
MEDICAL: • Emergency contact numbers for participants. **8.2**; • Medical Emergency Action Plan (MEAP) completed – see page 12.							
	Adults at risk of harm -						

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MANAGING OVERNIGHT STAY(S): • Accessible for all e.g: ○ first-floor allocation; access to restaurant; ○ ramps; ○ accessible lifts. • Suitable room facilities e.g: ○ shower/bath; ○ toilet; ○ accessible facilities as needed; ○ block access to mini-bar; ○ block access to adult movie channels. • No sharing of beds, ensure singles/twins or single use of double bed. • Room allocation is suitable e.g: ○ located on same floor, if possible sole use by group;							

○ staff rooms allocated at both ends and middle of children's rooms. • Group aware of fire drill – nearest exits. • Security e.g: ○ Window and door locks working. • Reception availability. • Dietary requirements catered for.							
	Adults at risk of harm						

MEDICAL EMERGENCY ACTION PLAN

A Medical Emergency Action Plan (MEAP) should also be completed as part of a Safeguarding Risk Assessment. You can download a MEAP template here.

SAFEGUARDING RISK ASSESSMENT TEMPLATE

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:

NAME: .....

CLUB/LEAGUE ROLE: .....

SIGNATURE: .....

DATE: ...../...../.....

NAME: .....

CLUB/LEAGUE ROLE: .....

SIGNATURE: .....

DATE: ...../...../.....

CHECKED BY CLUB COMMITTEE MEMBER:

NAME: .....

CLUB/LEAGUE ROLE: .....

SIGNATURE: .....

DATE: ...../...../.....

END NOTE:

Clubs/leagues are advised to undertake regular risk assessments of the club/league's activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Clubs/leagues should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.