



GUIDANCE NOTES NO:

**1.9**

# **SAFEGUARDING RISK ASSESSMENT: GUIDANCE AND EXAMPLES**

**FOR ALL**

Version: 1.1  
Published: JULY 2023



**FOR ALL**

# SAFEGUARDING RISK ASSESSMENT GUIDANCE

**This guidance is FOR ALL – players, coaches, club officials, club welfare officers, match officials, league officials, first-aiders, volunteers, parents/carers, facility providers and spectators.**

Clubs and football providers should update their Safeguarding Risk Assessment (SRA) regularly, including the Medical Emergency Action Plan (MEAP).



## *Carrying out a safeguarding risk assessment*

### **CLUB RESPONSIBILITIES**

Affiliated clubs/leagues organising and/or hosting football activities have a legal duty to take reasonable care to avoid acts or omissions which are a reasonably foreseeable risk. A risk assessment is a systematic review of the tasks, jobs or processes involved when your club organises, facilitates and/or hosts football activities. The purpose is to identify the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.

Safeguarding risk assessments should cover all foreseeable safeguarding risks in relation to the participants whether they are adults or children.

### **SAFEGUARDING RISK ASSESSMENTS – TWO KEY STEPS**

Club/league officials and coaches should keep the two steps below in mind at all times to ensure the safety of participants.

- 1.** Undertake regular safeguarding risk assessments of the club/league's activities, ensuring that each one is named, signed and dated by those completing and approving it – see below for more details. Safeguarding risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Undertake specific employee/volunteer safeguarding risk assessments for anyone undertaking high-risk roles or tasks.
- 2.** Adapt activities and update the club/league's policies as required. Policies to be updated include: Health and Safety Policy; and Data Privacy Policy to cover the handling of data.

**Do not undertake an activity if the club/league has any concerns about the safety of club officials and/or participants.**

## Non-exhaustive list of issues clubs may want to consider when preparing a safeguarding risk assessment

*Note: some of these issues will also apply to leagues*

### 1. Gaining informed written consent for involvement in any activity.

Where a child is aged 15 years or younger then parents/carers must give informed written consent via a consent form or e-mail trail, before their child can take part in football activity. Clubs need to decide how they retain a record of those parents/carers who have given consent (e.g. retain email, log consent form).

NB: While The FA supports informed written self-consent from those aged 16 and 17 years of age – clubs may wish to seek parent/carer consent for these two age groups as well.

If consent is sought via e-mail, clubs will need to ensure they use wording such as:

#### **Name of club**

requires parental consent before your child takes part in any football activities.

By replying to this e-mail and stating “**I consent for my child to take part**”, you are confirming that you have read and understood the activities being offered to your child.

If your child has any specific medical conditions, or additional learning needs, please ensure that you discuss these with the club welfare officer, first aider and coach and agree the best way to support your child e.g. you staying to watch nearby and taking responsibility to administer the medication. For your information the club may use a form such as the one in [FA safeguarding Guidance Notes 8.2](#) to gather any relevant information from you.

If you wish to withdraw consent to your child participating in any or all activities, please notify

#### **Name and contact details**

in advance, or as soon as possible.

### 2. Clubs need to ensure that parents/carers are fully informed about any football activity being considered.

3. **Labelling:** Parents should be told to ensure that their child has their own water bottle, sun cream and any necessary medication (e.g. inhaler). All items belonging to their child should be labelled with their name and should not be used by anyone else.

4. **More FA guidance:** For more information on safeguarding children and the suitability of staff and volunteers please see The FA's guidance found [here](#).

5. **Injuries:** If a player gets injured this can be dealt with by a first aider with appropriate training.

6. **Insurance:** Clubs must ensure the relevant insurance cover (public liability and personal accident) is in place. Please contact your County FA if you have any insurance cover-related queries.



## How to use the Safeguarding Risk Assessment Template

1. Pages 5-11 inclusive contain the Safeguarding Risk Assessment Template. Please note this template is for reference and is not editable. **A separate, editable version in Word has been provided as download 1.9A for you to use.**
2. Start by completing the Event and Venue details, confirm which policies you will follow and provide the Emergency Procedures information.
3. Working left to right, consider the question in the column heading and record the key information that describes the concern/risk related to the group(s) you are working with, then think about how great a risk that is – would it be recorded as ‘high’, ‘medium’ or ‘low’? Please see the definitions of ‘high’, ‘medium’ and ‘low’ below.

### Area of concern/risk ratings

- **HIGH** – serious issues and risk identified, interventions needed immediately
  - **MEDIUM** – some issues and possible risk identified, being managed/needs monitoring
  - **LOW** – on track
4. Think about the actions that can be taken to reduce the risk, who is going to be responsible for overseeing the reduction of the risk and what if any communication, briefing or training needs to take place.
  5. Record the expected decrease in risk, as a result of the detailed actions.
  6. Identify what will need reviewing and by whom.
  7. Specific examples relating to different aspects of football (e.g. youth, play phase, open-age and disability football) are given on pages 12-21.
  8. Ensure the Medical Emergency Action Plan (MEAP) is completed.
  9. Finally, always have a second person to review your Safeguarding Risk Assessment and ensure it has been signed and dated by the relevant people.



# 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:              |       |

| 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             |     |    |

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

| EMERGENCY PROCEDURES   |  |
|--|--|
| Emergency Action Plan:   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 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 |     |    |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

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](#).

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?<br><ul style="list-style-type: none"> <li>Children (under 18s)?</li> <li>Adults at risk of harm?</li> <li>Consider additional needs/disability</li> </ul> | Risk Level | Actions to reduce or remove the concern/risk? | Responsibility | Communication briefing or training | Change to risk level | Review activity (Who?) |
|--|--|------------|---|----------------|------------------------------------|----------------------|------------------------|
| <b>FACILITIES:</b><br>Access to toilets, e.g.: <ul style="list-style-type: none"> <li>Supervision;</li> <li>Hand-washing and/or rub 'washing' facilities.</li> </ul>                                   |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| Site boundaries, e.g.: <ul style="list-style-type: none"> <li>Public access;</li> <li>Roads;</li> <li>Location of facilities;</li> <li>Drop-off point and access to pitches/training areas.</li> </ul> |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| <b>STAFFING:</b><br>Staffing ratios: <ul style="list-style-type: none"> <li>Defined lead/support roles;</li> <li>Supervision under-18 volunteers.</li> </ul> <b>5.5</b>                                |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"> <li>Children (under 18s)?</li> <li>Adults at risk of harm?</li> <li>Consider additional needs/disability</li> </ul> | Risk Level | Actions to reduce or remove the concern/risk? | Responsibility | Communication briefing or training | Change to risk level | Review activity (Who?) |
|--|--|------------|---|----------------|------------------------------------|----------------------|------------------------|
| Guidance re staff conduct:<br><ul style="list-style-type: none"> <li>Signed Code of Conduct.</li> </ul> Clarity re: acceptable/unacceptable practice.<br><b>5.2 (CWO); 10.12</b><br><i>(Respect Codes)</i><br><ul style="list-style-type: none"> <li>Risk assessments done for anyone carrying out high risk roles/tasks.</li> </ul> |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| <b>CONSENT:</b><br>Parents briefed on activity and have given informed written consent to do activity.<br><b>8.2</b>   |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| Consent to be photographed/filmed.<br><b>8.2 and 8.3</b>   |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| Consent for contact via social media and to have info on/be visible on social media.<br><b>6.1 and 6.2</b>   |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"> <li>Children (under 18s)?</li> <li>Adults at risk of harm?</li> <li>Consider additional needs/disability</li> </ul> | Risk Level | Actions to reduce or remove the concern/risk? | Responsibility | Communication briefing or training | Change to risk level | Review activity (Who?) |
|--|--|------------|---|----------------|------------------------------------|----------------------|------------------------|
| <b>HOW TO MAKE A REFERRAL OR RAISE A CONCERN:</b><br>Clear procedures for referring safeguarding concerns and managing allegations against staff.<br><b>2.1 and 2.2</b>  |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| Children and parents/ carers given DSO details and how to raise concerns.<br><b>7.1</b>  |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| <b>TRAVEL:</b><br>Drop off/pick up arrangements e.g.: <ul style="list-style-type: none"> <li>Accessible parking;</li> <li>Signage;</li> <li>Managing parents.</li> </ul> |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |



# SAFEGUARDING RISK ASSESSMENT TEMPLATE

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"> <li>Children (under 18s)?</li> <li>Adults at risk of harm?</li> <li>Consider additional needs/disability</li> </ul> | Risk Level | Actions to reduce or remove the concern/risk? | Responsibility | Communication briefing or training | Change to risk level | Review activity (Who?) |
|--|--|------------|---|----------------|------------------------------------|----------------------|------------------------|
| <b>MANAGING ADDITIONAL NEEDS:</b><br>Participant additional needs, e.g.: <ul style="list-style-type: none"> <li>Deaf players (BSL signers);</li> <li>Blind players;</li> <li>Wheelchair accessibility;</li> <li>Learning disability;</li> <li>Autism;</li> <li>ADHD;</li> <li>Pan-disability;</li> <li>Impairment-specific;</li> <li>Interpreters where English not spoken.</li> </ul> <b>7.2 and 10</b> |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |
| <b>MEDICAL:</b> <ul style="list-style-type: none"> <li>Emergency contact numbers for participants.</li> </ul> <b>8.2;</b> <ul style="list-style-type: none"> <li>Medical Emergency Action Plan (MEAP) completed – see page 12.</li> </ul>  |  |            |   |                |                                    |                      |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

| AREA OF CONCERN/RISK   | <b>What are the concerns/risks relating to?</b> <ul style="list-style-type: none"> <li>• Children (under 18s)?</li> <li>• Adults at risk of harm?</li> <li>• Consider additional needs/disability</li> </ul> | Risk Level | Actions to reduce or remove the concern/risk? | Responsibility | Communication briefing or training | Change to risk level | Review activity (Who?) |
|--|--|------------|---|----------------|------------------------------------|----------------------|------------------------|
| <b>OVERNIGHT STAY(S):</b> <ul style="list-style-type: none"> <li>• Accessible for all e.g:               <ul style="list-style-type: none"> <li>– first-floor allocation; access to restaurant;</li> <li>– ramps;</li> <li>– accessible lifts.</li> </ul> </li> <li>• Suitable room facilities e.g:               <ul style="list-style-type: none"> <li>– shower/bath;</li> <li>– toilet;</li> <li>– accessible facilities as needed;</li> <li>– block access to mini-bar;</li> <li>– block access to adult movie channels.</li> </ul> </li> <li>• No sharing of beds, ensure singles/ twins or single use of double bed.</li> <li>• Room allocation is suitable e.g:               <ul style="list-style-type: none"> <li>– located on same floor, if possible sole use by group;</li> <li>– staff rooms allocated at both ends and middle of children's rooms.</li> </ul> </li> </ul> |  |            |   |                |                                    |                      |                        |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

| AREA OF CONCERN/RISK  | What are the concerns/risks relating to?   | Risk Level | Actions to reduce or remove the concern/risk? | Responsibility | Communication briefing or training | Change to risk level | Review activity (Who?) |
|---|--|------------|---|----------------|------------------------------------|----------------------|------------------------|
|   | <ul style="list-style-type: none"> <li>Children (under 18s)?</li> <li>Adults at risk of harm?</li> <li>Consider additional needs/disability</li> </ul> |            |   |                |                                    |                      |                        |
| <ul style="list-style-type: none"> <li>Group aware of fire drill – nearest exits.</li> <li>Security e.g: <ul style="list-style-type: none"> <li>Window and door locks working.</li> </ul> </li> <li>Reception availability.</li> <li>Dietary requirements catered for.</li> </ul> |  |            |   |                |                                    |                      |                        |
|   | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A                                | N/A                  | N/A                    |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

## MEDICAL EMERGENCY ACTION PLAN (MEAP)

|                      |  |
|----------------------|--|
| CLUB/LEAGUE NAME:    |  |
| CLUB/LEAGUE ADDRESS: |  |
| POSTCODE:            |  |

| FIRST-AIDER/HELPER INFORMATION |               |
|--------------------------------|---------------|
| Name                           | Mobile Number |
|                                |               |
|                                |               |
|                                |               |
|                                |               |
|                                |               |

| ACCESS ROUTES                  |  |
|--------------------------------|--|
| 1. For Ambulance               |  |
| 2. First-Aid Room to Ambulance |  |
| 3. Pitch to Ambulance          |  |

| FIRST-AID EQUIPMENT AND FACILITY                                    |          |
|---|----------|
| Item  | Location |
| Defibrillator   |          |
| First-Aid kit   |          |
| Stretcher<br>(if required and trained<br>stretcher bearers present) |          |
| First-Aid Room  |          |

| OTHER INFORMATION  |  |
|--|--|
| Nearest Hospital address:<br>(with Emergency<br>Department)<br>Note: Include contact no. |  |
| Directions to hospital:  |  |
| Journey Time:  |  |
| Nearest Walk-in Centre<br>(WIA) address:   |  |

# SAFEGUARDING RISK ASSESSMENT TEMPLATE

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## 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.



# APPENDIX 1:

## SAFEGUARDING RISK ASSESSMENT EXAMPLES

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The examples provided in this appendix are grouped into the following areas:

- **Activity for 4 and 5-year-olds; Play Phase** (Examples 1-5)
- **Youth Football** (Examples 6-11)
- **Open-Age Football** (Examples 12-15)

The Safeguarding Risk Assessment Template uses the following topics/categories within the **'Area of concern (risk)'** column:

1. Facilities
2. Staffing
3. Consent
4. How to make a referral or raise a concern
5. Travel
6. Managing additional needs
7. Medical
8. Overnight stay(s)

Note:

Whilst the examples provided represent typical 'areas of concern (risk)' that need to be considered, it's important to remember they are only examples. They cannot and do not reflect the specific considerations for your activity/event. Those responsible for signing off a Safeguarding Risk Assessment must be comfortable that the risks have been correctly outlined and the actions to reduce or remove those risks have been effectively identified.

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](#).

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: 4 AND 5-YEAR-OLDS ACTIVITY; PLAY PHASE

| AREA OF CONCERN/RISK  | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>      | Risk Level | Actions to reduce or remove the concern/risk?   | Responsibility                       | Communication briefing or training  | Change to risk level | Review activity (Who?)   |
|---|---|------------|---|--------------------------------------|---|----------------------|--|
| <b>FACILITIES<br/>EXAMPLE 1:</b><br><b>Access to toilets, not directly on site.</b> | <b>U18</b><br>Distance to toilets may prove too far for 4 and 5-year-olds when they are in need.<br>If only adult toilets available, they may be inaccessible.<br>Accessible to the general public. | MED        | Details of toilet location provided before parent/carer sign up to programme.<br>Discuss children's needs when they register for the activity.<br>Parent/carers asked to toilet their child before session starts.<br>Provide structured toilet breaks during session taking a 'prior to need' approach.<br>Step/stool may be required to facilitate access to adult height toilet.<br>Parent/carer always required to accompany their child. | Club activity lead.                  | Communication to parent/carer when signing up to activity.<br>Staff briefing for each venue used. | LOW                  | Club activity lead and CWO to review: <ul style="list-style-type: none"><li>No. incidents when toilet distance proved too far.</li><li>Timing of scheduled toilet break(s).</li><li>Check comms to parent/carer are received prior to sign-up.</li></ul> |
|   | <b>Adults at risk of harm</b> - N/A   | N/A        | N/A   | N/A                                  | N/A   | N/A                  | N/A  |
| <b>FACILITIES<br/>EXAMPLE 2:</b><br><b>Activity area floor space.</b>               | <b>U18</b><br>Ensure floor spaces are clear as young children will often pick up anything on the floor.   | MED        | Ensure a walk of the area has been conducted in advance of the session's starting time. Remove any litter, address any issues with surface condition.<br>Postpone if significant issue identified.  | Club activity lead.                  | Club staff briefed to ensure awareness.   | LOW                  | Address issues with facility owner or prior user as appropriate.   |
|   | <b>Adults at risk of harm</b> - N/A   | N/A        | N/A   | N/A                                  | N/A   | N/A                  | N/A  |
| <b>FACILITIES<br/>EXAMPLE 3:</b><br><b>Site boundaries.</b>                         | <b>U18</b><br>Public access.<br>Closeness of roads.<br>Car park.  | HIGH       | Parent/carer always required to accompany their child.<br>Clear signage to the activity area used.<br>Introduction of one way system in car park.   | Club activity lead and Parent/carer. | Via club parent pack.<br>Details on club website.   | MED                  | Club activity lead to review: <ul style="list-style-type: none"><li>Any incidents</li><li>Effectiveness of signage</li></ul>   |
|   | <b>Adults at risk of harm</b> - N/A   | N/A        | N/A   | N/A                                  | N/A   | N/A                  | N/A  |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: 4 AND 5-YEAR-OLDS ACTIVITY; PLAY PHASE

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>   | Risk Level | Actions to reduce or remove the concern/risk?  | Responsibility                              | Communication briefing or training   | Change to risk level | Review activity (Who?)   |
|--|--|------------|--|---|--|----------------------|--|
| <b>STAFFING<br/>EXAMPLE 4:</b><br><b>Suitable staffing ratios to run sessions; defined lead and support roles.</b><br><b>5.5</b> | <b>U18</b><br>Suitability to hold a club role working with children.<br>Suitable experience to work with 4 and 5-year-olds.<br>Collective appreciation of parent/carer role.   | HIGH       | Club safer recruitment policy followed e.g.; minimum x two reference checks taken up.<br>In-date accepted FA DBS and FA safeguarding training .<br>Club defines and shares ethos for this age group activity.<br>Parent/carer to supervise child's personal and intimate care needs. | CWO, club activity lead for this age group. | Club shares FA 4 and 5-year-old safeguarding guidance.<br>Activity lead is FA Safeguarding Children trained.<br>Club provide info pack for parents/carers.                     | LOW                  | Activity lead and CWO to review: <ul style="list-style-type: none"><li>Attendance</li><li>Enjoyment level of children</li><li>Parent/carer behaviour</li><li>Suitability of facilities</li></ul> |
|  | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A  | N/A   | N/A  | N/A                  | N/A  |
| <b>MEDICAL<br/>EXAMPLE 5:</b><br><b>Participant is unwell during the session.</b>  | <b>U18</b><br>Illness can take hold quickly with significant effect for this age group.<br>Children with limited language skills may not be able to communicate how they are feeling yet they're very unwell.<br>Children with a longstanding health condition may be additionally vulnerable. | MED        | Parent/carers are required to supervise their child's personal and intimate care needs.<br>Club has identified a quiet safe space whilst parent/carer prepares to take them home.  | Club activity lead.                         | Parent/carer given protocol re children's illness e.g., keep child at home if they have not been well enough to go to school/nursery that day, 24 hrs clear following a fever. | LOW                  | Club activity lead and CWO to review: <ul style="list-style-type: none"><li>If club protocol for 'unwell or contagious children' needs re-sharing with parents/carers.</li></ul>                 |
|  | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A  | N/A   | N/A  | N/A                  | N/A  |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: YOUTH FOOTBALL

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>   | Risk Level | Actions to reduce or remove the concern/risk?   | Responsibility                                  | Communication briefing or training   | Change to risk level | Review activity (Who?)                           |
|--|--|------------|---|---|--|----------------------|--|
| <b>STAFFING EXAMPLE 6:</b><br><b>Staffing ratios for club training 5.5</b> | <b>U18</b><br>Suitability to hold a club role.<br>Suitable experience to work with children.<br>Enough volunteers to meet required ratios for activity.  |            | Club safer recruitment policy followed. e.g., min x2 reference checks taken up.<br>In-date accepted FA DBS and FA SC training.<br>Clearly defined lead and supporting roles.<br>New volunteers paired with experienced coach.<br>Sign up to club code of conduct.<br>FA ratio guidance followed to meet needs of age group, activity type and additional needs.<br>Introduced to CWO and given contact details. | CWO, Chair, Secretary and each age group coach. | Welcome pack for new volunteers.<br>Complete FA SC training.<br>New volunteer briefings: intro club officials, equipment available, expected behaviours. | LOW                  | Ongoing review - share any learning across club. |
|  | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A   | N/A   | N/A  | N/A                  | N/A  |
| <b>STAFFING EXAMPLE 7:</b><br><b>Support for 16-year-old club coach</b>    | <b>U18</b><br>U18 coach needs to understand:<br><ul style="list-style-type: none"><li>appropriate boundaries</li><li>'Position of Trust'</li><li>Awareness of own skills, experience and limitations</li><li>Able to appoint a suitable mentor</li></ul> | MED        | Club support access to coaching qualification(s) inc SC training and ensure sign up to club code of conduct.<br>Agree role of U18 e.g., lead or support role and 'check-ins'/feedback sessions, mentoring by experienced coach.<br>Remind club officials of their 'Position of Trust' and appropriate boundaries.<br>U18 to inform parent/carer of club role and provide club point of contact.                 | CWO, Chair, Secretary and each age group coach. | Welcome pack for new vols inc role and responsibilities.<br>Complete FA SC training.<br>Staff briefings re role for 'new' activities.                    | LOW                  | Ongoing review - share any learning across club. |
|  | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A   | N/A   | N/A  | N/A                  | N/A  |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: YOUTH FOOTBALL

| AREA OF CONCERN/RISK  | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul> | Risk Level | Actions to reduce or remove the concern/risk?  | Responsibility  | Communication briefing or training  | Change to risk level | Review activity (Who?)  |
|---|--|------------|--|---|---|----------------------|---|
| <b>CONSENT<br/>EXAMPLE 8:</b><br><b>Photography and film consent for club tournament.</b> | <b>U18</b><br>Local media and/or social media exposure.<br>Child at risk/with protection order could be identified.<br>Player name on shirt.   | MED        | Informed consent forms to be completed by parent/carer of U18 players prior to participation in the tournament.<br>Clear event day signage that photography and filming will be taking place.<br>U18 players to have numbered not named shirt or parental consent to be in place.  | Tournament organising committee.<br>Participating club coaches. | Comms via Club Pack.<br>Spectators made aware via event signage and reminder in event briefing. | LOW                  | Tournament organising committee.<br>Document and/or share any learning.                                     |
|   | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A  | N/A   | N/A   | N/A                  | N/A   |
| <b>TRAVEL<br/>EXAMPLE 9:</b><br><b>Club requires mini-bus hire.</b>                       | <b>U18</b><br>The mini-bus could break down.<br>Children could be injured as the result of an accident.<br>Some children may suffer from travel sickness.                                      | MED        | Use of known and reputable hire company.<br>Checks that appropriate insurance is in place and driver is suitably qualified.<br>U18s briefed on expected behaviour while onboard. To include seatbelts being worn at all times.<br>Accompanying club staff are well placed within vehicle to ensure supervision.<br>Provision of appropriate supplies to respond to sickness. | Club secretary.<br>Relevant age club coaches.                   | All children briefed regarding expected behaviour.  | LOW                  | Secretary, coaches and U18 should feedback on success of journey / hire and share any learning across club. |
|   | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A  | N/A   | N/A   | N/A                  | N/A   |



# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: YOUTH FOOTBALL

| AREA OF CONCERN/RISK  | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>   | Risk Level | Actions to reduce or remove the concern/risk?  | Responsibility | Communication briefing or training  | Change to risk level | Review activity (Who?)                                   |
|---|--|------------|--|----------------|---|----------------------|--|
| <b>MANAGING ADDITIONAL NEEDS</b><br><b>EXAMPLE 10:</b><br><b>A player within the U10 team has a hearing impairment.</b><br><b>7.2</b> | <b>U18</b><br>Child may find it difficult to hear and follow instruction.<br>Adults working with the child may not understand child's needs and they can help to meet these. This may lead to a negative experience for the child.<br>Hearing aids may fall out while playing. | MED        | CWO/Coach should work with parent/carer and the child to gain clear understanding of the child's needs and how they can be best supported.<br>Club staff who are aware of the identified needs should consistently model behaviour they want to see in others. This may include: <ul style="list-style-type: none"> <li>Patience and sensitivity</li> <li>Positive reinforcement</li> <li>Clear direction, repeated as necessary</li> </ul> Consideration is given to consent related to disclosure of an individual's needs. CWO/Coaches should consider who needs to know about a child's needs in order to best support the child, i.e., a match official. The CWO/Coach should ensure the parent/carer and child consent to information being shared, on the understanding that this may be necessary to best support the child.<br>Coach work with parent/carer to ensure that hearing aids (if used) are appropriately secured, if these are to be worn while playing. | CWO/Coach.     | Clear communication between CWO/Coach and parent/carers and child.<br>Information shared more widely as appropriate and with consent. | LOW                  | Ongoing review and feedback with parent/carer and child. |
|   | Adults at risk of harm - N/A   | N/A        | N/A  | N/A            | N/A   | N/A                  | N/A  |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: YOUTH FOOTBALL

| AREA OF CONCERN/RISK  | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>   | Risk Level | Actions to reduce or remove the concern/risk?   | Responsibility           | Communication briefing or training   | Change to risk level | Review activity (Who?)  |
|---|--|------------|---|--------------------------|--|----------------------|---|
| <b>OVERNIGHT STAY</b><br><b>EXAMPLE 11 :</b><br><b>U14 squad need one overnight stay ahead of tournament.</b><br><b>5.4</b> | <b>U18</b><br>Not all parents/carers can travel.<br>Ratio of willing club officials to travel and stay overnight.<br>Location and allocation of rooms for players and club officials.<br>Location toilets/showers.<br>Access via rooms to mini bars/adult movie channels.<br>Familiarity with fire drill and exit routes.<br>Windows and door security.<br>Other guests.<br>Dietary needs managed.<br>Medical needs managed. | HIGH       | Allocation of rooms; parent/carer with child(ren), non-accompanied players roomed in pairs or threes, consider friendship groups.<br>Location of adult rooms to players rooms.<br>Access to toilets/showers players to have priority re ensuite rooms or rooms next to shower/toilet.<br>Hire all rooms on same floor/wing.<br>Position staff rooms either end and in middle of player allocated rooms.<br>Check rooms for: mini bars/access to adult movie channels, window locks, secure doors.<br>Have agreed acceptable behaviour code prior to departure.<br>Players have mobiles to contact parent/carer if concerned at anytime.<br>CWO contact details shared with parent/carer.<br>Check player dietary and medical info held by club is up to date. | Club planning committee. | Clear comms to parents ahead of event.<br>Parent briefing re itinerary.<br>Briefing for club officials.<br>Briefing for players prior to trip, on arrival and post trip. | MED                  | Club planning committee, any learning recorded for use in future. |
|   | <b>Adults at risk of harm</b> - N/A  | N/A        | N/A   | N/A                      | N/A  | N/A                  | N/A   |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: OPEN-AGE FOOTBALL

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>  | Risk Level | Actions to reduce or remove the concern/risk?   | Responsibility              | Communication briefing or training   | Change to risk level | Review activity (Who?)   |
|--|---|------------|---|-----------------------------|--|----------------------|--|
| <b>FACILITIES</b><br><b>EXAMPLE 12:</b><br><b>Changing rooms; open-age team with adult and U18 players</b> | <b>U18</b><br>Adults changing with x2 U18s just signed with team (sexualised or inappropriate behaviour/grooming).<br>Non-authorised persons in changing room areas – risk of theft, unwanted or inappropriate contact.<br>Photos taken in changing room and circulated without consent/used inappropriately e.g., sexual images/bullying/exploitation.<br>Initiation activities with U18s. | HIGH       | CWO or captain to speak with adult players re expected behaviours, aligned to club code of conduct, which all are required to sign up to.<br>U18 players given option to travel to game changed or change before adult teammates or use a separate changing room.<br>No adults in changing room while U18s are changing unless additional support to change is required from parent/carer or suitably qualified personal assistant.<br>Support staff should not need to go into changing room whilst U18s are changing (unless U18 ill or injured).<br>If using public facilities signage re. no unauthorised access to changing area and re. no photography/filming in changing rooms. | Club committee and captain. | Briefing at start of season/when new U18s are signed and expected behaviours linked to club code of conduct. | LOW                  | Ongoing review and regular check in with U18 players by the CWO. |
|  | <b>Adults at risk of harm</b> - N/A   | N/A        | N/A   | N/A                         | N/A  | N/A                  | N/A  |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: OPEN-AGE FOOTBALL

| AREA OF CONCERN/RISK  | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul>                   | Risk Level | Actions to reduce or remove the concern/risk?  | Responsibility              | Communication briefing or training   | Change to risk level | Review activity (Who?)  |
|---|--|------------|--|-----------------------------|--|----------------------|---|
| <b>HOW TO MAKE A REFERRAL OR RAISE A CONCERN</b><br><b>Example 13:</b><br><b>U18 players not knowing who to raise a concern to or how, while operating in a mainly adult environment.</b><br><b>2.1</b> | <b>U18</b><br>1 x 16-year-old within the first team may have a concern and is not aware of who to raise this to or how.<br>1 x U16-year-old may have a concern and does not feel confident enough to raise this. | MED        | Ensure that CWO officer details are well distributed within the club.<br>CWO regular check in with younger players.<br>Ensure that all players have information pertaining to who they should raise concerns to and how.<br>Ensure that parents/carers of U18 know who they should raise concerns to and how.<br>Ensure that confidential NSPCC and Whistleblowing contact details are known and shared throughout the club.   | CWO, committee and coaches. | Information should be shared as part of welcome meeting/ briefing and reiterated through information easily available around the club, e.g., posters, notice board, website etc. | LOW                  | Ongoing basis. CWO to take feedback from U18 players, do they know who to speak to if they are concerned about something? |
|   | Adults at risk of harm - N/A   | N/A        | N/A  | N/A                         | N/A  | N/A                  | N/A   |
| <b>TRAVEL</b><br><b>EXAMPLE 14:</b><br><b>Travel to tournament with x1 U18 player.</b><br><b>5.4</b>  | <b>U18</b><br>A 17-year-old player in first team travelling to tournament on hired coach.  | MED        | An U18 player, but they've trained regularly with first team and are familiar with the squad.<br>Team Manager speaks to players parent, they'd like U18 to travel as part of squad but given option to;<br>Have parent on the coach.<br>Travel separately with parent.<br>U18 to identify player(s) prefer to sit near (as most players like a seat to themselves!).<br>Squad reminded of expected behaviours.<br>Player has mobile and knows they can ring parent at anytime. | CWO, Team Manager.          | Conversations as detailed.   | LOW                  | Ongoing conversation with U18 player around their experience.   |
|   | Adults at risk of harm - N/A   | N/A        | N/A  | N/A                         | N/A  | N/A                  | N/A   |

# SAFEGUARDING RISK ASSESSMENT EXAMPLES

## FOR: OPEN-AGE FOOTBALL

| AREA OF CONCERN/RISK   | What are the concerns/risks relating to?<br><ul style="list-style-type: none"><li>Children (under 18s)?</li><li>Adults at risk of harm?</li><li>Consider additional needs/disability</li></ul> | Risk Level | Actions to reduce or remove the concern/risk?   | Responsibility | Communication briefing or training  | Change to risk level | Review activity (Who?) |
|--|--|------------|---|----------------|---|----------------------|------------------------|
| <b>MANAGING ADDITIONAL NEEDS</b><br><b>EXAMPLE 15:</b><br><b>U18 player has identified additional needs that require further consideration</b><br><b>7.2</b> | <b>U18</b><br>Parent/carer shares information that their 17-year-old son has ADHD.<br><br>Lack of understanding of needs could result in negative experience for 17-year-player.               | MED        | CWO should work with parent/carer and player to gain clear understanding of the player's needs and how they can be best supported. Club staff who are aware of the additional needs should consistently model behaviour they want to see in others. <ul style="list-style-type: none"> <li>Patience and sensitivity</li> <li>Positive reinforcement</li> <li>Clear direction, repeated as necessary</li> </ul> Consideration is given to consent related to disclosure of an individual's needs. CWO/Coaches should consider who needs to know and ensure the parent/carer and player consent to this being shared, on the understanding this is to support the player. | CWO/Coach      | Communication with player and parents / carer.<br><br>Wider dissemination on need-to-know basis and with consent. | LOW                  |                        |
|  | Adults at risk of harm - N/A   | N/A        | N/A   | N/A            | N/A   | N/A                  | N/A                    |





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