

SAFEGUARDING RISK ASSESSMENT TEMPLATE

EVENT DETAILS		
EVENT: SOCCER DEVELOPMENT TRAINING SESSIONS ALL AGES	DATE:	
	01/01/23	
CLUB LEAD NAME, ROLE FOR SESSION AND CONTACT NUMBER:		
TIM MOYLETTE HEAD COACH		
SECOND ADULT CLUB OFFICIAL NAME, ROLE FOR SESSION AND CONTACT NUMBER:		
GEORGE MOYLETTE ASSISTANT TO HEAD COACH		
DESIGNATED SAFEGUARDING PERSON NAME AND CONTACT DETAILS:		
TIM MOYLETTE		
VENUE DETAILS (e.g. Club)		
VENUE NAME AND ADDRESS:		
VARIOUS VENUES IN BS		
VENUE LEAD CONTACT NAME:	CONTACT NUMBER:	
TIM MOYLETTE	07740945117	
VENUE GPS CO-ORDINATES:	WIFI ACCESS:	
CLUB POLICIES AND PROCEDURES BEING FOLLOWED	YES	NO
Safeguarding children	YES	
Adults at risk		
Social media use		
Use of photograph and filming	YES	
Anti-bullying	YES	

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Code of Conduct, including acceptable behaviour	YES	
Equality, diversity and inclusion	YES	
Managing challenging behaviour		
Other(s): e.g. parent/carer consent		
EMERGENCY PROCEDURES		
Emergency Action Plan:	YES	NO
Location of nearest defibrillator:	YES	
Name of designated runner to bring defibrillator to incident site:		
Location of any access barrier keys:		
Emergency vehicle access:	YES	
Air ambulance landing station:		
INSURANCE COVER	YES	NO
Personal Accident and Public Liability insurance cover	YES	

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](#).

SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN/RISK	What are the concerns/ risks relating to? <ul style="list-style-type: none"> Children (under 18s)? Adults at risk of harm? Consider additional needs/ disabilities. 	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.: <ul style="list-style-type: none"> Supervision; Hand-washing and/or rub 'washing' facilities. 	CHILDREN MUST GO TO TOILET BY THEMSELVES OR WITH PARENTS IF REQUIRED. COACHES OR MANAGERS MUST USE SEPARATE	5	ENSURE ALL UNDERSTAND THESE KEY POINTS	HEAD COACH	VIA WEBSITE AND COACHES MEETS	N/A	HEAD COACH
	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"> Public access; Roads; Location of facilities; Drop-off point and access to pitches/ training areas. 	ADULTS MUST BE PRESENT ALL ALL ACTIVITIES APART FROM HOLIDAY COURSES BUT MUST BRING CHILD TO REGISTRATION WITH STAFF.	5	COMMUNICATIO NS TO PARENTS VIA WEBSITE AND EMAILS	HEAD COACH	WEBSITE & EMAILS		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A
STAFFING: Staffing ratios: <ul style="list-style-type: none"> Defined lead/ support roles; Supervision under-18 volunteers. 5.5	STAFF TO CHILD COACHING RATIOS SHOULD BE MAX 1:15	5	HEAD COACH TO SUPERVISE	HEAD COACH	MEETINGS AND WEBSITE		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>Guidance re staff conduct:</p> <ul style="list-style-type: none"> Signed Code of Conduct. <p>Clarity re: acceptable/unacceptable practice. 5.2 (CWO); 10.12 <i>(Respect Codes)</i></p> <ul style="list-style-type: none"> Risk assessments done for anyone carrying out high risk roles/tasks. 	ALL STAFF TO SIGN AND UNDERSTAND CODES OF CONDUCTS	5	CONTINUED TRAINING AND INFO VIA WEBSITE	HEAD COACH	MEETINGS TO BE HELD ANNUALLY AND EMAILS		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>CONSENT: Parents briefed on activity and have given informed written consent to do activity. 8.2</p>	ALL PARENTS MUST GIVE CONSENT VIA APPLICATIONS ON WEBSITE	5	ENSURE ALL REGISTERS ARE UPDATED WITH PARENTS DETAILS CONFIRMING CONSENT GIVEN	HEAD COACH AND COACHES LEADING SESSIONS	MEETINGS AND COMMUNICATIONS VIA EMAILS		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>Consent to be photographed/filmed. 8.2 and 8.3</p>	ALL PARENTS MUST GIVE CONSENT WHEN COMPLETING APPLICATION VIA WEBSITE	5	ENSURE REGISTERS ARE UPDATED	HEAD COACH AND COACHES LEADING SESSIONS	ON GOING		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A
<p>Consent for contact via social media and to have info on/be visible on social media. 6.1 and 6.2</p>	VIA WEBSAITE APPLICATIONS	5	ENSURE REGISTERS ARE UPDATED	HEAD COACH AND LEAD COACHES	ON GOING		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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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	ALL INFORMED REFERRING ANY CONCERNS TO TIM MOYLETTE CHILD WELFARE OFFICER	5	ENSURE ALL ARE AWARE	HEAD COACH	ON GOING TRAINING		
	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. 7.1	VIA WEBSITE AND APPLICATIONS	5	ENSURE REGISTERS COMPLETE & UPDATED TO CONFIRM PARENTS KNOW WHO TO REPORT CONCERNS TO	HEAD COACH	VIA WEBSITE & EMAILS TO PARENTS		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A
TRAVEL: Drop off/pick up arrangements e.g.: <ul style="list-style-type: none"> Accessible parking; Signage; Managing parents. 	ALL CHILDREN MUST NOT BE DROPPED OFF PARENTS MUST REMAIN AT ALL SESSIONS (APART FROM HOLIDAY COURSES) PARENTS MUST MAINTAIN VISUAL AWARENESS IN CAR PARKS AND MAX SPEDD	5	CONTINUED COMMUNICATIONS & REMINDERS	HEAD COACH	WEBSITE & EMAILS		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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AREA OF CONCERN/RISK	What are the concerns/ risks relating to? <ul style="list-style-type: none"> • Children (under 18s)? • Adults at risk of harm? • Consider additional needs/ disabilities? 	Risk Level	Actions to reduce or remove the concern/risk?	Responsibility	Communication briefing or training	Change to risk level	Review activity (Who?)
MANAGING ADDITIONAL NEEDS: Participant additional needs, e.g.: <ul style="list-style-type: none"> • Deaf players (BSL signers); • Blind players; • Wheelchair accessibility; • Learning disability; • Autism; • ADHD; • Pan-disability; • Impairment-specific; Interpreters where English not spoken	ENSURE ALL DISABILITIES ARE REPORTED VIA APPLICATIONS VIA WEBSITE	5	ALL ADDITIONAL NEEDS CATERED FOR	HEAD COACH	VIA WEBSITE AND EMAILS		
	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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<p>MEDICAL:</p> <ul style="list-style-type: none"> Emergency contact numbers for participants. 8.2; Medical Emergency Action Plan (MEAP) completed – see 	<p>ALL PARENTS TO USE 999 IN CASE OF EMERGENCY AND EMERGENCY PLANS COMPLETED AND ON WEBSITE</p>	<p>5</p>	<p>INFO ON WEBSITE UPDATED</p>				
	<p>Adults at risk of harm - N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>AREA OF CONCERN/RISK</p>	<p>What are the concerns/ risks relating to?</p> <ul style="list-style-type: none"> Children (under 18s)? Adults at risk of harm? Consider additional needs/ disabilities 	<p>Risk Level</p>	<p>Actions to reduce or remove the concern/risk?</p>	<p>Responsibility</p>	<p>Communication briefing or training</p>	<p>Change to risk level</p>	<p>Review activity (Who?)</p>

SAFEGUARDING RISK ASSESSMENT TEMPLATE

<ul style="list-style-type: none"> ○ SAFETY OF PLAYERS AT SESSIONS ○ ENSURE TRAINING FACILITY , PITCH OR ASTRO IS SAFE TO USE ○ ENSURE PLAYERS ARE PLAYING IN APPROPRIATE KIT FOOTWEAR ○ ENSURE ALL MEDICATIONS ARE PRESENT AT ALL SESSIONS ○ ENSURE ALL CHILDREN ARE ON REGISTER WITH MEDICAL AND CONTACT DETAILS ○ ENSURE GOALS AND EQUIPMENT IS SAFE 	<p>ENSURE THERE ARE NO DANGEROUS ITEMS ON PITCH, BROKEN GLASS ETC WITH PITCH INSPECTION</p> <p>BEFORE ALL SESSIONS ENSURE ALL PLAYERS USE APPROPRIATE FOOTWEAR AND SHIN GUARDS, WARM CLOTHING & WATERPROOFS IF REQUIRED</p> <p>AT START OF SESSION ENSURE CHILDREN WITH MEDICAL CONDITIONS HAVE MEDICATIONS AVAILABLE</p> <p>COMPLETE CHECK THAT GOAL IS CLAMPED TO GROUND AND CANNOT FALL</p>	<p>ALL 10</p>	<p>ALL COACHES MUST ENSURE ALL SAFETY ITEMS ARE OBSERVED BEFORE SESSION CAN BEGIN</p>	<p>LEAD COACH OF EACH SESSION</p>	<p>ALL COACHES TO RECEIVE TRAINING ON HOW TO MAKE ENVIROMENT SAFE FOR CHILDREN</p>		
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<ul style="list-style-type: none"> REGISTRATION OF CHILDREN 	<p>AT SESSIONS WHERE PARENTS ARE NOT PRESENT COACHES MUST ENSURE ALL CHILDREN ARE ENTERED ONTO REGISTER AND DEREGISTERED TO PARENTS AT END OF SESSION</p> <p>IF A CHILD GOES MISSING TO CONTACT POLICE 999 AND CARRY OUT SEARCH IN FACILITY, CONTACT PARENTS AND HEAD COACH IMMEDIATELY</p>	10	ON GOING TRAINING	COACH IN CHARGE OF SESSION	VIA WEBSITE & EMAILS TO ALL		
CHILD MISSING	Adults at risk of harm - N/A	N/A	N/A	N/A	N/A	N/A	N/A

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MEDICAL EMERGENCY ACTION PLAN (MEAP)

CLUB/LEAGUE NAME:	SOCCER DEVELOPMENT
CLUB/LEAGUE ADDRESS:	FACILITIES USED: BIRCHWOOD SCHOOL ASTRO CM23 5BD HOCKERILL SCHOOL ASTRO CM23 5HX FRIEDBERG AVENUE FOOTBALL PITCHES
POSTCODE:	

FIRST-AIDER/HELPER INFORMATION

Name	Mobile Number
TIM MOYLETTE	07740945117
GARY MARDLE	07738586252
CAVILL COSTI	07930988872

FIRST-AID EQUIPMENT AND FACILITY

Item	Location
Defibrillator	
First-Aid kit	
Stretcher (if required and trained stretcher bearers present)	

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First-Aid Room	
ACCESS ROUTES	
1. For Ambulance	2. First-Aid Room to Ambulance
	3. Pitch to Ambulance
FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	HOCKERILL & FRIEDBERG CHANGING ROOMS
First-Aid kit	COACHES KIT BAGS
Stretcher (if required and trained stretcher bearers present)	IN CLUBHOUSES OR RECEPTION
First-Aid Room	IN CLUBHOUSE OR CHANGING ROOMS
FIRST-AID EQUIPMENT AND FACILITY	
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	PRINCESS ALEXANDRA HOSPITAL HARLOW ESSEX
Directions to hospital:	TAKE M11 TO HARLOW THEN FOLLOW SIGNS TO HOSPITAL
Journey Time:	20 MINS
Nearest Walk-in Centre (WIA) address:	HERTS & ESSEX HOSPITAL HAYMEADS LANE.

SAFEGUARDING RISK ASSESSMENT TEMPLATE

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:

NAME:TIM MOYLETTE

CLUB/LEAGUE ROLE: DIRECTOR

DATE: 01/01/23

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.