**Introduction**

This risk assessment tool template has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA’s Safeguarding Checklist to support CFAs/ESFA making safeguarding risk assessments where they are providing or commissioning activities for children and young people and /or where facilities are being hired by outside organisations. It is intended to help CFAs/ESFA ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of activities specifically for under-18s.

**Completing the form:**

Once you have completed a Risk Assessment for your event, please pass this form to Sarah DaCosta or Martin Duffield (ESFA Designated Safeguarding Officers) or Andrea Chilton (ESFA CEO) for approval.

Any questions or if you need any support in completing the form, please contact:

Sarah tel: 07960 500723 [sarah.dacosta@schoolsfa.com](mailto:sarah.dacosta@schoolsfa.com) or Martin tel 07852 276416 [martin.duffield@schoolsfa.com](mailto:martin.duffield@schoolsfa.com)

**Ownership**

Where activities are run directly by ESFA it would be expected that ESFA will take the lead in ensuring that the risk assessment is completed and reviewed.

Where facilities are being hired by ESFA or delivery partners are being used, the risk assessment should be jointly owned with safeguarding responsibilities being identified as part of any contract of hire or SLA.

**When to complete a Risk Assessment:**

This form must be completed whenever you are running an activity which may have U18 in attendance. For example:

* All activities involving young people of vulnerable adults on the premises
* Meetings on site involving young people
* Cup finals at external venues
* Festivals and tournaments
* Course run at external venues by ESFA
* International events and overseas trips
* ESFA representative team fixtures and training sessions
* Any overnight trips organised by ESFA

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| --- | --- | --- | --- |
| Name of event/activity | |  | |
| Date(s) of activities/ frequency | |  | |
| Lead delivery organisation  (ESFA, County or District Association, School premises, private hire, etc.) | |  | |
| ESFA Lead contact(s) for event | |  | |
| Delivery organisation’s lead contact(s)  (if not ESFA) | |  | |
| Event /activity Co-ordinator | |  | |
| ESFA Designated Safeguarding Officer Contact | | Sarah DaCosta 07960500723 [sarah.dacosta@schoolsfa.com](mailto:sarah.dacosta@schoolsfa.com)  Martin Duffield 07852 276416 [martin.duffield@schoolsfa.com](mailto:martin.duffield@schoolsfa.com) | |
| Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations etc. are hiring facilities which organisation’s safeguarding policy and procedures will be followed in the event of a concern arising | |  | |
| Where there is a contract for services or SLA in place  does this specify or reference the necessary/minimum safeguarding arrangements | |  | |
| **Completed on** | **Name**  **Role** | | **Designated Safeguarding Officer signature** | |
| **Updated on** | **Name**  **Role** | | **Designated Safeguarding Officer signature** | |

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| --- | --- | --- | --- | --- |
| **Activity/Point**  **to consider** | **Risk to children** | **Risk before Mitigation** | **Solution/Mitigation**  **Pre/ During/After** | **Risk after**  **Mitigation** |
| **Suitability**  **of changing**  **Rooms** | Location of changing rooms, access to public or other adults.  Supervision of children if changing. | **HIGH** | **Pre**: Assess changing room facilities location and access that the public have to them during the activity. Consider information displayed in toilets to inform children about being safe (posters on doors etc). Discuss with third party (if appropriate) arrangements for changing rooms - access by other persons not involved in event. **During**: Inform adult participants of rules relating to children visiting changing rooms/toilets (going in twos or age -appropriate advice) Ensure children are told of and are aware of rules/risks using age-appropriate language.  **After**: Review and evaluate | **MEDIUM** |
| **Staffing**  **Ratios** | Insufficient staff ratio to children poses a risk where children will be unsupervised during activities. | **HIGH** | **Pre**: Inform all participants of staff to child ratio by means written information (consider including info on event application forms) Include consequences of not having correct ratio (not allowed to participate/cancellation of event)  **During**: Check and verbally confirm the correct ratios. Take appropriate action if not adhered to.  **After**: Review and evaluate | **LOW** |
| **Consent to attend** | Parents/carers may not be aware of the activities.  Parents/carer will need to be contacted in case of emergencies. | **HIGH** | **Pre**: Ensure a consent form is given to all parents/carers in good time before the event. Consent form must provide details of all activities.  **During**; Collect all consent form and check they have been completed in full. Check emergency contact information is completed and up to date. If child does not have a consent form, they should not participate.  **After** Review and evaluate | **LOW** |
| **Activity/Point**  **to consider** | **Risk to children** | **Risk before Mitigation** | **Solution/Mitigation**  **Pre/ During/After** | **Risk after**  **Mitigation** |
| **Insurance** | All events run by or for must have adequate Public Liability and Event insurance | **HIGH** | **Pre** Event planning should involve checking levels of insurance for activities and venue (if external)  **During:** All incidents must be recorded in an accident book and reported immediately to ESFA CEO  **After:** Review and evaluate. Monitor incidents and adjust insurance as necessary | **LOW** |
| **Social media considerations** | Children have access to social media.  Players have personal social media accounts and may post inappropriate comments.  Potential for bullying.  Players and spectators posting comments about matches.  Some children are looked after children and must not be identified. | **HIGH** | **Pre**: Ensure FA Social Media guidance is shared to all participants and ensure they are aware of expectations. Decide whether mobile phones should be allowed and whether it is appropriate to for participants to use social media during the event.  **During**: Remind participants about responsible use of social media and event policy for posting social media.  **After:** Review and evaluate. Spot check any social media posts for the event. | **MEDIUM** |
| **Referral of**  **concerns and managing**  **allegations** | Potential safeguarding incidents during the event.  Incidents may also involve participants out of football or with other teams | **CRITICAL** | **Pre**: Every participant must be given the ESFA DSO contact details. Every participant must be made aware of the safeguarding lead for the event who will be on site.  Safeguarding lead must be trained and CRC checked and have emergency contact details of all participants and the DSO.  **During**: Any incident or identified safeguarding risk must be dealt with appropriately. Lead safeguarding officer for the event must contact DSO asap.  Incidents must be written down and recorded in line with FA protocols  **After**: Review and evaluate any incidents and re-risk assess event if needed. | **HIGH** |
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| **Toilets** | Toilets may be used by non-participants or spectators, potential risk of harm to children.  Adults may have access to public spaces if not controlled by event management, leaving children vulnerable.  Children may require supervision in toilet areas.  Children may not wish to go during scheduled breaks.  Children may need support with using the toilet. | **CRITICAL** | **Pre:** Confirm that toilets are for sole use of children taking part in activities. Ensure toilet and changing area is lockable. Tell parents and carers that the toilets are for sole use of children. Prepare signage to confirm they are not public toilets.  Parents/carers of children who are unable to go to the toilet alone should be identified and required to stay and accompany them.  **During**: Children should be encouraged to go to the toilet during supervised group break times. Children should always go in pairs wherever possible and adult supervisors who need to accompany them must always wait outside the building. Under no circumstances should an adult go into a toilet cubicle with a child. Under no circumstances should an adult accompany a single child to the toilet, children should always be in pairs.  Key holder for the toilets (if kept locked during the event) should be identified to all participants and always available.  **After**: Review and evaluate | **MEDIUM** |
| **Staff DBS checks** | DBS checks may not be in place for adults in occasional activity meaning unsuitable adults may be involved during the session.  All ESFA Association staff in Regulated Activity and must have an FA DBS check.  All ESFA representative members travelling on an overnight trip must have an FA DBS check | **HIGH** | **Pre**: DSO must check status of DBS checks for all those working on behalf of ESFA. A list of all adults involved in the session must be collated and given to the DSO in advance of the session.  All adults travelling on behalf of ESFA on an overnight trip must have an FA DBS  **During**; Adults who have not had an FA DBS check must be fully supervised at all times and roles restricted.  **After**: Review and evaluate | **LOW** |
| **Travel arrangements** | Children may need lift to and from a venue.  Parents may expect their child is provided with transport to a venue by the organisers.  ESFA may arrange independent travel for rep team players | **HIGH** | **Pre:** establish how children are getting to the venue. Responsibility for this is for parents and carers to manage- ensure this is reiterated in confirmation pack.  If ESFA is providing transport, the driver must be DBS checked and adequate insurance in place- check.  Children travelling alone must have written parental consent  **During** children should never travel in the car of any adult involved in regulated activity or in a position of trust.  **After** Review and evaluate any issues | **LOW** |
| **First Aid and**  **medical information** | Children may have existing medical conditions or injuries which could be exacerbated by activity.  Children may need emergency medical treatment in case of an accident or injury.  There could be a serious medical emergency resulting in potential loss of life. | **CRITICAL** | **Pre**: Medical forms to be updated regularly, check to ensure no additional requirements, ensure doctor’s details are provided. Contact DSO and/or parents to discuss any additional needs.  Written consent for emergency treatment is required for all participants.  All staff working in regulated activity need training on emergency aid and the lead First Aider for the event must be identified.  Ensure first aid box contents are checked.  Address and directions for nearest A&E to be written down and kept by staff.  **During**: Incidents to be managed and recorded. Staff to be made aware of any medical conditions which might affect their ability to participate.  Medical emergencies are managed by lead First Aider.  **After**: Check accident book and review any medical emergencies and how they were managed. | **HIGH** |
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| **Photography/filming consent** | Looked after children (children “in care”) or the subject of a court order may be photographed in error.  People taking photographs may share them without consent or take inappropriate photographs. | **HIGH** | **Pre**: Participants should be referred to The FAs Responsible Use of Photography and Filming guidance.  Written consent for photographs must be obtained from parents and carers of all participants.  **During**: If any child does not have consent, no photographs or filming is allowed. That child must not be identified but all photography is forbidden and people should be asked to refrain.  Any immediate serious concerns regarding the taking of photographs or filming should be reported to police  **After**: Review and check any incidents and evaluate | **LOW** |
| **Staff Safeguarding Education** | Staff may not have knowledge of what to do if they are worried about a child. A child may approach a staff member to disclose abuse (either in or out of the event) and staff may not know how to refer and report. | **HIGH** | **Pre**: All staff working with children must have FA Safeguarding Education within the last 3 years. Staff working regularly with children must have annual updates.  Staff must be issued with a copy of the FA whistleblowing policy.  **During**: Staff must be made aware of the event safeguarding lead and have the contact details for the DSO, in case of whistleblowing or raising a concern.  **After**: Review and evaluate. Check all training remains up to date. | **LOW** |