

Haverhill Rovers Football Club

An FA Charter Community Club affiliated to Suffolk FA
working in partnership with Haverhill Community Sports Association



Safeguarding Risk Assessment Tool – Template

Introduction

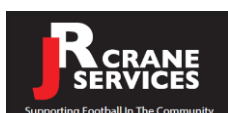
This risk assessment tool template has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA's Safeguarding Checklist.

It is intended to support the club to make safeguarding risk assessments where they are providing or commissioning activities for children and young people and adults at risk.

It is intended to help the club 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 or adults at risk in disability football.

Ownership

Where activities are run directly by Haverhill Rovers F C it would be expected that the club would take the lead in ensuring that the risk assessment is completed and reviewed. Where facilities are being hired 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 Service Level Agreement (SLA).



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Date(s) of activities/ frequency	
Lead delivery organisation	
Lead contact(s)	
Delivery organisations lead contact(s)	
Event/activity co-ordinator	
DSO contact	
State the process for recording a concern	Name: Telephone number: Email:
Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations, etc. are hiring facilities identify the lead organisation for safeguarding policy and procedures	Name: Contact information:

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<p>Where there is a contract for services or SLA in place</p> <p>Reference the minimum safeguarding arrangements</p>	<p>Name:</p> <p>Contact information:</p>
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<p>Location (GPS co-ordinates)</p>	
<p>Potential location for air ambulance landing</p>	
<p>Identify location of any access barrier keys</p>	
<p>Identify the location of the nearest defibrillator</p>	

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Consent

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Consent to attend the event			Pre: During:		
Consent for photography/film			Pre: During:		
Consent for social media			Pre: During:		
Consent for overnight accommodation			Pre: During:		
Consent for overseas travel			Pre: During:		

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Suitability of staff and volunteers

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Code of conduct:					
Suitability of staff: <ul style="list-style-type: none"> • DBS • Safeguarding education • Safeguarding training 					
Staffing ratios					

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Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Under 18 appointed referees					

Site facilities

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Travel arrangements			Pre: During:		
Drop-off and pick-up arrangements			Pre: During:		
Car Parking			Pre: During:		



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Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Changing Rooms			Pre: During:		
Toilet facilities			Pre: During:		
Wi-Fi access			Pre: During:		
Other site issues: <ul style="list-style-type: none"> • Boundaries • General site patrol 			Pre: During:		
Overnight accommodation			Pre: During:		

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Reporting incidents

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Arrangements for referral of concerns and managing allegations			Pre: During:		

Medical

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Relevant medical information respect of participants			Pre: During:		



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Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Emergency contact info			Pre: During:		
Local medical centres/First Aid arrangements			Pre: During:		
Emergency evacuation procedures			Pre: During:		

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Other considerations

Area of concern	Risk to children	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
Relevant insurances: <ul style="list-style-type: none"> • Travel • Medical • Car 			Pre: During:		
Overseas travel			Pre: During:		

Completed by	Name	Date
Checked and approved by DSO/DDSO	Name	Date
Updated/Reviewed	Name	Date



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Post-activity review

Post-activity review of risk assessment (review each section individually)	Observations/additional risks identified	Actions



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POLICIES TO BE ATTACHED	SAFEGUARDING		CONSENTS TO BE SIGNED	PARENT/CARER CONSENT TO TRAVEL	
	SOCIAL MEDIA			PARENT/CARER CONSENT FOR PHOTOGRAPHY	
	CODE OF CONDUCT			PARENT/CARER CONSENT FOR SOCIAL MEDIA	
				PARENT/CARER CONSENT FOR OVERNIGHT ACCOMMODATION	
				PARENT/CARER CONSENT FOR OVERSEAS TRAVEL	