

# RISK ASSESSMENT for Wilburton Football Club



## Safeguarding Risk Assessment 2024-2025 Season

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

- It is intended to support Affiliated Clubs making safeguarding risk assessments where they are providing or commissioning activities for children and young people and adults at risk and/or where facilities are being hired by outside organisations.
- It is intended to help Affiliated Clubs 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.
- The Club Secretary has completed the Risk Assessment, and it has been signed off by the Chairman & Club Welfare Officer.
- During the upcoming season the football club does not plan on running any tournaments or events. Should an event be held there will be an event-specific Risk Assessment based on this version.
- It is a document that is always under review. Should new guidance be issued during the season, this document will be updated and redistributed.
- This document has been sent to all coaches and volunteers associated with the football club. It is also listed under the policies section on the [Wilburtonfc.co.uk](http://Wilburtonfc.co.uk) website.
- This document was based on a template sent by Cambridgeshire FA. Some sections refer to events (as in tournaments). Some sections that are in specific relation to event organisation have been removed as they are not relevant.

## Risk assessment distribution list

Organisation	Name of organisation contact	Date of distribution
Wilburton Football Club	Marcela Papworth, Secretary	10/09/2024
Wilburton Football Club	Jamie Benton, Chair & Team Manager	10/09/2024
Wilburton Football Club	Kerry Smart, Treasurer	10/09/2024
Wilburton Football Club	Sarah Salmons, Child Welfare Officer	10/09/2024
Wilburton Football Club	Kevin Papworth, Team Manager	10/09/2024
Wilburton Football Club	Adam Salmons, Team Manager	10/09/2024
Wilburton Football Club	Garry Noble, Team Manager	10/09/2024

### COVID-19

As we continue to adjust to the changing circumstances regarding COVID-19 it is essential you remain up to date with Government advice. Any necessary mitigations should be included within your risk assessment.

**Section 1a: General Information**

Date of Assessment	<b>03/09/2024</b>
Assessment completed by	<b>Marcela Papworth (Secretary) in conjunction of Chair and Child Welfare Officer</b>
Organisation	<b>Wilburton Football Club</b>
Date of event	<b>Ongoing</b>
Age Group(s) of event and description	<b>4-17yrs - Youth grassroots football</b>
Venue address	<b>Name of venue: Wilburton Recreation Ground Address (include postcode): Station Road, Wilburton, Ely, CB6 3SQ</b>
Lead Organisation contact	<b>Name: Marcela Papworth (Secretary) Telephone number: 07772549968 Email: <a href="mailto:secretary@wilburtonfc.co.uk">secretary@wilburtonfc.co.uk</a></b>
Event Designated Welfare Officer contact, as shared with parents and players	<b>Name: Sarah Salmons (Child Welfare Officer) Telephone number: 07763697393 Email: <a href="mailto:welfare@wilburtonfc.co.uk">welfare@wilburtonfc.co.uk</a></b>
Event lead for your Association ( <i>emergency contact on the day for visiting teams</i> )	<b>Name: Jamie Benton (Chair) Telephone number: 07393970023 Email: <a href="mailto:Jamie.benton70@gmail.com">Jamie.benton70@gmail.com</a></b>
Location (GPS co-ordinates) OR What3Words	<b>///<a href="https://www.what3words.com/">paintings.reviews.gossiped</a></b>

<p>Defibrillator location</p> <p>NB: Information on this can be found via <a href="https://heartsafe.org.uk">heartsafe.org.uk</a></p>	<p><b>Attached to the Recreation Ground Pavilion onsite</b></p> <ol style="list-style-type: none"> <li>1. Instructions to follow once Defib has been installed</li> </ol> <p><b>St Peters Village Hall, Wilburton, CB6 3RA</b></p> <ol style="list-style-type: none"> <li>1. Dial 999.</li> <li>2. Give the operator the defibrillator box number DFS-18-0293-SS and post code CB6 3RA</li> <li>3. They will give you the alphanumeric unlock code. Punch it into the box's keypad and pull the handle upwards to open the cabinet.</li> <li>4. The paper user manual describes how to operate the SAM 500 using either the grey adult PAD pack or the pink infant PAD.</li> </ol>
<p>Nearest Hospital for emergencies</p> <p><i>NB, in the event that you need to use an ambulance, please check with attendant crew as they may not go to the nearest A&amp;E</i></p>	<p><b>Name:</b> Addenbrookes Hospital</p> <p><b>Address:</b> Hills Road, Cambridge, Cambridgeshire, CB2 0QQ</p> <p><b>Contact Telephone:</b> 01223 805000</p>
<p>Identify location of any access barrier keys</p>	<p><b>Gate keys are held in the key box in the pavilion, all coaches have access to the code.</b></p>
<p>Emergency vehicle access</p>	<p><b>Through main gates</b></p>
<p>Potential air ambulance landing location (if readily identified)</p>	<p><b>On the field</b></p>

**Section 1b: Policy checklist for Wilburton Football Club**

Ensure you have the following available	Attached to this Risk Assessment?	Checked and agreed by
Safeguarding Children Policy (if applicable to participants)	Yes	Sarah Salmons
Safeguarding Adults at Risk Policy (if applicable to participants)	N/A	N/A
Social Media/Photography Policy	Yes	Sarah Salmons
Anti-bullying Policy	Yes	Sarah Salmons
Code of Conduct	Yes	Sarah Salmons
Consent for photography and filming for each player signed – <b>blank copy (Do not attach multiple completed copies)</b>	Yes	Sarah Salmons
Codes of Conduct signed by players, coaching staff and parents/carers – <b>blank copy (Do not attach multiple completed copies)</b>	No	Sarah Salmons
Changing & Showering Policy	N/A	
Travel, Trips & Events Guidance	N/A	
Relevant insurance	Yes	Marcela Papworth
Completed contract agreement (if applicable)	N/A	
Completed Medical Emergency Action Plan	N/A	



**Section 1c: Consent checklist**

<b>Consent required – consider which are relevant</b>	<b>Person under 18</b>	<b>Adult with a disability or at risk</b> <i>(Assume adults can self-consent, unless you have reason to believe they cannot)</i>
To attend event (training and matches)	<b>Yes</b>	N/A
For child/children/person to be filmed and photographed	<b>Yes</b>	N/A
Consent to be contacted via social media/to access information via social media/be visible via social media	Yes	N/A
For child/children/person to stay away in overnight accommodation as part of a football event/activity	N/A	N/A
For child/children/person to travel overseas as part of a football event/activity (if applicable)	N/A	N/A

## Section 2: Risks and mitigations

### Section 2a: Consent

Area of Concern See guidance notes below	Risk to Young People or adults with a disability or at risk	Risk before mitigation	Solution/mitigation	Risk after mitigation	During or post-activity review
<p><b>Consent to attend the event</b></p>	<p>Allowing persons to play without written consent. Possibilities of forged signatures.</p>		<p><b>Pre: Coaches to ensure direct contact with player's parent/guardian during the club registration process.</b></p> <p><b>During: Communication directly with parents with regards to training and matches, as well as direct channels of communication for parents to let coaches know if children can't attend</b></p>		
<p><b>Consent to be photographed or filmed</b></p>	<p>Persons being filmed or photographed without prior written consent.</p>		<p><b>Pre: All parents are asked during the registration process for their consent so that we know who doesn't give permission</b></p> <p><b>During: Any people taking photos to be challenged. During photo opportunities children who are not to be photographed will be excluded from photo opp. No child's name is ever used, unless specific consent is sought.</b></p>		



<b>Social media</b> <i>Consent to be contacted via social media/to access information via social media/be visible via social media</i>	Photographs and information being placed on social media platforms without prior written consent.		<b>Pre: Covered as part of photography consent.</b>  <b>During: Parents would always be asked for specific consent if team plans to use images or details on social media.</b>		
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### Section 2b: Suitability of staff and volunteers

<b>Area of Concern</b> See guidance notes below	<b>Risk to Young People or adults with a disability or at risk</b>	<b>Risk before mitigation</b>	<b>Solution/mitigation</b>	<b>Risk after mitigation</b>	<b>Review post-activity</b>
<b>Signed Code of Conduct for staff and volunteers</b> <i>(Consider making Code of Conduct available in different formats e.g. Braille, large print, additional language(s))</i>	Discipline issues may arise if Codes of Conduct are breached.		<b>Pre: All coaches to be required to read the code of conduct.</b>  <b>During: Coaches to monitor other coaches during sessions, raising concerns where necessary. Child Welfare Officer or club committee to attend occasional games</b>		
<b>Suitability of staff:</b> <i>Where relevant, consideration should be given to</i> <ul style="list-style-type: none"> <li>● DBS</li> <li>● Safeguarding education – children</li> <li>● Safeguarding education – adults at risk</li> <li>● Disability awareness</li> <li>● Any other relevant training</li> </ul>	Staff not holding mandatory FA qualifications for them to work and supervise young people / adults with a disability. Staff not easily identifiable.		<b>Pre: CWO to provide regular updates during committee meetings on the status of all coaches. All new coaches to only be allowed to coach once they have undertaken the checks and certifications</b>  <b>During: All adults involved in the club to be regularly checked throughout the season and the CWO to provide an update.</b>		

<p><b>Staffing ratios</b> Insufficient coach-player ratios on the day</p>	<p>If a Manager/Coach of a team has an emergency / becomes unwell, children may be left with unsuitable supervision.</p>		<p><b>Pre: Coaches to communicate with other coaches to see if enough other people are available to provide cover. If not, the coach would cancel the game/training session and communicate to parents.</b></p> <p><b>During: Coaches don't train groups alone. If one coach was taken ill during a match/training session then the game/session would have to be stopped and players collected by parents. The other coach would let all parents know and arrange collection of all children.</b></p>		
<p><b>Appointed Under-18 referees</b></p>	<p>No communications to referees outlining plan of day. No start/finishing time given. No medical information &amp; emergency contact details of referee given to organiser. Not informing parent/carer of U18 referee who will be responsible for them. No toilet facilities for referee. No breaks or refreshments provided to referees. Referees over the age of 16 years not holding an in-date FA DBS. Referee left at end of event with no adult supervision.</p>		<p><b>Pre: Before games, home team coach to communicate with FA-appointed referee providing information on location, times and information on facilities.</b></p> <p><b>During: Coach to welcome referee when they arrive, to show them where everything is and to check on them after the game. If the under 18 referee is due to be collected by an adult, then coaches are to stay with them until they are collected.</b></p>		

## Section 2c: Venue

Area of Concern See guidance notes below	Risk to Young People or adults with a disability or at risk	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
<p><b>Drop off and pick up points</b> <i>Consider ease of driving in and out of venue, control of numbers and proximity to pitches/meeting point.</i></p>	<p>Drop-off and pick-up point areas not communicated to persons before event. Drop-off and pick-up points not supervised. No supervision given to persons from drop-off point to playing area and vice-versa.</p>		<p><b>Pre: Parents/guardians of home teams and visiting teams are told where to park and where not to park. Parents are reminded that they are responsible for ensuring their children arrive safely for matches or training.</b></p> <p><b>During: At the end of a session players are told to wait until their parent arrives to collect them. For older children, who are expected to walk to a waiting car, coaches to communicate that they should come straight back if their parent isn't there. Coaches to ensure that they are ALWAYS the last people to leave.</b></p>		
<p><b>Car parking</b> <i>Open access to public? Disability parking bays Lighting</i></p>	<p>Inadequate signage for entrance and exit points in car park. Car park not large enough to accommodate all vehicles (vehicles having to park on roadside). Children unsupervised in car park. Insufficient car park attendants. Car park attendants not suitably identifiable (hi-visual jackets). Safety of all persons within car park area. No area for disabled car parking. Car park poorly illuminated during dusk/evening.</p>		<p><b>Pre: Parents to be reminded of danger in car parks or any limitations before they arrive.</b></p> <p><b>During: Coaches to monitor, whenever possible, the car parking situation and to intervene if necessary.</b></p>		

<p><b>Changing rooms and showers</b></p>	<p>separate changing facilities for adults/young people. separate changing facilities for referees. suitable changing facilities for disabled persons. adults accessing changing areas that are being utilised by young people/adults at risk/disabled, could be abused/bullied/abducted.</p>		<p><b>Pre: To be communicated to parents and coaches: No changing facilities offered to teams. Children should come to matches or training ready to take part. Changing rooms can be used for team talks or shelter from rain, but not for the actual changing of clothes or showers.</b></p> <p><b>During: Coaches to monitor, when possible, whether people are using the changing room facilities.</b></p>		
<p><b>Toilet facilities including access and location</b></p>	<p>adults accessing toilet facilities that have been allocated to young person's/adults at risk/ disabled. sufficient signage for toilet facilities. risk of abuse/bullying/abduction.</p>		<p><b>Pre: Toilets to be signposted and pointed out to visiting teams</b></p> <p><b>During: Younger children to be taken to the toilet by their parent/guardian. Older children to let their coach know that they are going to the toilet. Coaches to check on child if they have been gone for too long.</b></p>		
<p><b>Playing area</b> <i>Goal posts, surface, pitch markings, RESPECT barriers Proximity of other users</i></p>	<p>goal posts not suitably erected. damaged surfaces. potential debris (needles etc.) goals marked too close to obstructions (pond/hedge). entrance &amp; exits points blocked. uneven ground. floodlights. sufficient lighting during evening hours. potential trip hazards.</p>		<p><b>Pre: Coaches to conduct an inspection of playing surface and goals before the match. Debris on field should be removed safely, holes should be filled prior to playing. Goalposts should be safe and suitable.</b></p> <p><b>During: If any danger is detected during the game, the referee and/or players should let the home coaches know and the issue will be resolved. If the issue is too dangerous and can't be resolved, then the game</b></p>		

<p><b>Playing area (Special considerations where applicable)</b>  <i>Suitability for disability format e.g., Powerchair access; good evacuation points with signage etc.</i></p>	<p>Insufficient access for wheelchairs.  Kerbs / uneven surfaces.  Signage for entrance/exit points/evacuation points.  Adequate surface considered in case of wet weather (emergency floor covering).  Potential debris (needles etc.)  Insufficient supervision in case of an emergency.</p>		<p><b>As above</b></p>		
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<p><b>Spectator areas</b></p> <ul style="list-style-type: none"> <li>• <i>Appropriate space for wheelchairs and mobility aids.</i></li> <li>• <i>Proximity to players</i></li> </ul>	<p>Insufficient access for wheelchairs.  Kerbs / uneven surfaces.  Signage for entrance/exit points/evacuation points.  Adequate surface considered in case of wet weather (emergency floor covering).  Insufficient supervision in case of an emergency.  No RESPECT barriers.  Insufficient space between spectators and players (spectators encroaching the playing areas).</p>		<p><b>Pre: Special equipment, like ramps, are not required for people using wheelchairs and mobility aids. However, the home ground is a grass field and spectators will need to request help if required. Full information to be included in pre-game document sent to all visiting adults to let them know that open fields pose natural risks (uneven ground, slippery, holes, etc) and they should be mindful. Dedicated spectator areas to be indicated to all visiting spectators</b></p> <p><b>During: Spectator areas to be marked to ensure they are a suitable distance from players.</b></p>		
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<p><b>Public accessibility</b></p> <ul style="list-style-type: none"> <li>• <i>Wheelchair access</i></li> <li>• <i>Car parking</i></li> <li>• <i>Disabled parking</i></li> <li>• <i>Clear access and exit routes on paths</i></li> <li>• <i>Open access</i></li> </ul>	<p>Inadequate signage for entrance and exit points in car park.  Car park not large enough to accommodate all vehicles (vehicles having to park on roadside).  Children unsupervised in car park.  Insufficient car park attendants.  Car park attendants not suitably identifiable (hi-visual jackets).  Safety of all persons within car park area.  No area for disabled car parking.  Car park poorly illuminated during dusk/evening.  No taped walkways visible (individuals walking / running between vehicles).</p>		<p><b>Pre: Parents to receive a pre-game document specifying that they have responsibility for their children in the parking area.</b></p>		
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## Section2d: Reporting incidents/concerns

Incident	Includes (not exclusively)	How to address
<b>Poor behaviour</b>	Verbal abuse, violent conduct, lack of respect (including of property) etc.	Deal with at point of incident and follow up through your normal disciplinary processes. Report any actions taken to County Designated Safeguarding Officer.
<b>Harmful sexual behaviour (peer on peer)</b>	Inappropriate behaviour in the changing rooms, inappropriate contact with a peer, sharing inappropriate pictures etc.	Stop any ongoing behaviour. Gather details of the perpetrator and victim if possible. Follow your safeguarding procedures. Report to Club Welfare Officer immediately. so they can escalate to County Designated Safeguarding Officer.
<b>Potential sexual abuse</b>	Victim or witness alerts staff to an incident where they have been touched, exposed to, or had inappropriate contact with an adult.	Ensure the victim is in a safe place. Dial 999 and alert the police. Use contact number on the consent form to speak with parent(s) Ensure a member of staff stays with the victim until the police and parents arrive. Contact your Club Welfare Officer immediately so they can report to County Designated Welfare Officer. Follow your safeguarding procedures

<b>Contact details for Club Welfare Officer</b>	<b>Sarah Salmons – 07763697393</b> <b>welfare@wilburtonfc.co.uk</b>
<b>Contact details for County Designated Safeguarding Officer</b>	<b>Diane Bradshaw – 01223 209021. Mobile 07944 746853</b> <b><a href="mailto:Safeguarding@cambridgeshirefa.com">Safeguarding@cambridgeshirefa.com</a></b>

**Section 2e: Medical**

Area of Concern See guidance notes below	Risk to Young People or adults with a disability or at risk	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
<p><b>Management of allergies</b> <i>Nuts/bees/anaphylactic shock</i></p>	<p>Head coaches unaware of any medical requirements or allergies of their players. Medical information not clearly listed on consent forms.</p>		<p><b>Pre: During registration process, parents are asked for important medical information. Coaches to follow up with individual parents if they need further information or to better understand the risks.</b></p> <p><b>During: Coaches to be aware if the player requires an EpiPen or inhaler, or other treatment to hand.</b></p>		
<p><b>Relevant medical information in respect of participants, including storage and access</b> <i>Adults with a disability should be encouraged to provide relevant information</i></p>	<p>Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs.</p>		<p><b>Pre: At the start of the season and as new players sign up, coaches are sent a copy of the full details for each player, which they are to have a printed version on them (or in their bag) during all sessions. Younger children are expected to have an adult available during sessions. All major medical issues will have a dedicated plan established with the parent/guardian (if required).</b></p> <p><b>During: Coaches will have access to an electronic copy as a back up to a printed version.</b></p>		



<b>Relevant emergency contact information for participant</b>	<p>Consent forms / medical details not available on day of event or logged onto electronic device for easy access in case an emergency occurs.</p> <p>Next of kin details unavailable for quick access in case an emergency occurs.</p>		<p><b>Pre: As above, included in hard copy and electronic copy given to coaches</b></p> <p><b>During: Coaches to have information quickly available</b></p>		
<b>First aid and medical Information</b> <ul style="list-style-type: none"> <li>• <i>Qualified First Aiders</i></li> <li>• <i>Treatment Room</i></li> <li>• <i>Closest A&amp;E to the venue</i></li> <li>• <i>Local medical centres/First Aid arrangements</i></li> </ul>	<p>Not enough First Aid persons in attendance.</p> <p>No treatment room available.</p> <p>Nearest A&amp;E Department not been notified to leaders or participants/parents.</p> <p>First Aid Post not clearly visible.</p>		<p><b>Pre: All coaches to be suitably trained in emergency first aid. Games or training not to take place unless specific trained person is available.</b></p> <p><b>During: If an incident happens, parents will be told where the nearest A&amp;E is. All coaches to be given a first aid kit and documentation.</b></p>		
<b>Severe weather provision</b>	<p>Lack of 'back-up plan' in case of severe weather conditions.</p> <p>No advanced procedure plans distributed for evacuation/shelter if thunderstorm occurs (procedures for evacuating field of play in an orderly manner)</p> <p>No suitable covering for electrical equipment/extension leads in case of bad weather.</p>		<p><b>Pre: Training sessions or matches should be postponed if severe weather is expected. Home team coaches should make that decision and communicate it to parents and visiting teams.</b></p> <p><b>During: If there is an unexpected severe weather event then all players, coaches and spectators to take shelter in the pavilion at Wilburton until it is safe to resume or make their way home.</b></p>		

<b>Emergency evacuation procedures</b> <ul style="list-style-type: none"> <li>• Fire evacuation plan</li> <li>• Contingency plan for other emergencies</li> </ul>	Individuals attending event are unaware of evacuation procedures. No contingency plan in place before event.		<b>Pre: Fire assembly point to be indicated to visiting parents, away from pavilion.</b>  <b>During: Coaches to immediately contact emergency services and to ensure everybody makes their way to fire assembly point.</b>		
<b>Dietary Information</b> <i>e.g. allergies/cultural issues</i>	No confirmation of any dietary requirements or severe allergies when supplying refreshments to referees.		<b>Pre: Parents to notify coaches if there are any food intolerances if food or snacks are provided.</b>  <b>During: If coaches provide half time snacks or drinks they should ensure that they are suitable.</b>		

## Section 2f: Playing environment

Area of Concern See guidance notes below	Risk to Young People or adults with a disability or at risk	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
<b>Kit</b>	Insufficient kit. No shin pads (risk of broken/severe injury to legs) Lack of warm clothing for subs. Incorrect studs for the surface. Rules regarding playing kit and jewelry (including piercings)		<b>Pre: Parents to be told that players cannot train or play without essential equipment.</b>  <b>During: If a player turns up without the equipment that are not to play under any circumstances until somebody gets their equipment or an alternative can be found.</b>		

## Section 2g: Other

Area of Concern See guidance notes below	Risk to Young People or adults with a disability or at risk	Risk before mitigation	Solution/mitigation	Risk after mitigation	Review post-activity
<b>Relevant insurance is in place e.g.</b> <ul style="list-style-type: none"> <li>● <i>Public liability cover</i></li> <li>● <i>Personal accident cover</i></li> <li>● <i>Car insurance</i></li> <li>● <i>Travel insurance</i></li> <li>● <i>Other as required</i></li> </ul>	Insufficient Public Liability Insurance cover. Insufficient Personal Accident Insurance cover. Has venue (if hiring outside/non club facilities) correct Public Liability Insurance.		<p><b>Pre: Club secretary to gain suitable insurance</b></p> <p><b>During: Any changes that impact the club's insurance policy should be raised during committee meetings on a regular basis.</b></p>		
<b>Supplementary Communication e.g.</b> <ul style="list-style-type: none"> <li>● <i>BSL signers</i></li> <li>● <i>Provision for non-English speakers</i></li> </ul>	Lack of provision/information made for individuals with hearing loss. Lack of provision/information made for non-English speakers.		<p><b>Pre: Requirements to be identified prior to the season starting. Coaches and parents to discuss best approach.</b></p> <p><b>During: If there are any requirements once the season starts, the coaches and club will work with the parents and children to discuss the best approach.</b></p>		

**Section 2h: Risk assessment approval**

<b>Risk assessment signed off</b>	<b>Full name</b>	<b>Signature</b>	<b>Date</b>
Risk Assessment completed by:	<b>Marcela Papworth</b>	<b>M. Papworth</b>	<b>03/09/2024</b>
Agreed and signed by Chairperson	<b>Jaimie Benton</b>	<b>J. Benton</b>	<b>08/09/2024</b>

### Section 3: Review

Month/Year	Review Type	Review content	Further Action required
Date	On-site review		
Date	Feedback from venue Venue Contact name:  Venue Contact details:		

#### Additional comments

Include feedback from participants or parents etc.

#### Section 4: Guidance notes

Consent (As a guide all under-18s must provide parental/legal carer consent}	Please ensure all participating teams are reminded that they must have written consent for all players to take part in activities, including parent/carers contact details and medical information forms.
Staffing ratios	<p>There must always be a minimum of 2 club officials present. Consideration must be made to the age of players, location of changing rooms and toilets. Where there are children with a disability or additional needs, you will require additional staff</p> <p>Follow the guidance note 5.5, found here:  <a href="http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory">http://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory</a></p> <p>Any U18s who are helping with coaching/refereeing are counted as children in the staffing ratios. Participating teams should be reminded of this and be responsible for their own players during the event</p>
DBS checks.	<p><b>All Club Staff Members</b> working with children in <b>club teams</b> must have had an FA <u>DBS within the last 3 years and be approved on the CFA affiliation portal</u> – remind participating teams. Volunteers who are helping at a one-off event will probably not meet the frequency threshold for an FA DBS but please ask CFA DSO if you are not sure.</p>
Suitability of changing facilities	<p>Consider your changing facilities. Do you have separate changing for match officials and each team? U18 match officials must change separately to 18+ officials. Are they lockable? Who has access? Adults should not enter changing rooms while children are changing or showering.</p> <p>Let all the participating teams know about the changing facilities you have available for them and any issues which they need to be aware of (will they be able to lock the changing rooms?)</p>
Relevant insurance is in place	Your insurance through affiliation may cover your participation but ensure that you have checked the venue insurance with the owner for public liability. Visiting teams may be responsible for their own personal accident insurance. Check both of these points.
Drop off and pick up arrangements	Participating teams are responsible for their own travel arrangements. Are parking facilities at the venue suitable for coaches/minibuses/private cars? Ensure that stewards are allocated to oversee the parking area. Are there suitable pedestrian walkways?

<p>Playing area (Goal posts, surface, pitch markings, RESPECT barriers)</p>	<p>Who is responsible for ensuring the playing area is suitable and clear of damage/glass/<b>needles</b>/mess? Make sure the goalposts are checked, pitches are correctly marked and Respect barriers in place. If goal posts need to be moved, ensure that this is only done by an adequate number of adults.</p>
<p>Parking at venue</p>	<p>Is parking available to visiting teams? How many spaces are available and is there any overflow parking? Provide details of the parking for visiting teams and any costs. Are there spaces for minibuses and coaches? Is there a clear pedestrian path?</p>
<p>Format of event/Programme of matches</p>	<p>Provide details of the format of the tournament to all opposition teams, including rules and ensure you have sanction from the CFA for the event. Ensure you have a point of contact desk for player registration, checking consent details and dealing with enquiries.</p>
<p>Hospitality, photographers, and public toilet facilities</p>	<p>Will you have refreshments? Consider dietary requirements. All players will need access to water and food- is this available to buy at the event or will teams need to provide their own refreshments? Teams need to be notified of the situation in advance. Will there be an official event photographer? They will need guidance on consent and type of photography. You will also need to ensure all teams have given consent for photographs- where will they be published? How will those for whom there is no consent be identified? Players and match officials should have access to toilet facilities, and these should not be public toilets if possible. You need to assess the risks and let opposition teams know what facilities are available.</p>
<p>First Aid</p>	<p>The event must have a designated First Aider with an in-date qualification and an appropriate First Aid kit. The number of First Aiders should be pro-rata to the number of participating teams Ideally, a coach or manager should have an in-date FA Emergency Aid certificate.</p>

Kit	Are players suitably equipped to play? Shin pads? Warm clothing for subs? Appropriate studs for the surface? Inform participants of rules regarding playing kit and jewelry (including piercings)
Medical	Teams are responsible for ensuring they have details of any relevant medical conditions or requirements for each player. This information must be stored securely and shared with coaching staff where appropriate. Medication is the responsibility of players and parents and should not be administered by coaching staff without written agreement of parent(s) /guardian(s) Actions plans must be in place for any players with additional needs.
AED Defibrillator	Please ensure that you have access to an AED Defibrillator - Your own? Does the venue have a Defibrillator? - use this link: <a href="#">AED Defibrillator UK Locations   Find an AED / Defibrillator (heartsafe.org.uk)</a> to identify nearest location