

# NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

## PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	Chertsey Town FC
League	Southern League
County FA	SURREY
Approx. No. of U18 players playing open-age football:	1
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	0
Approx No. of participants within the 16-19 academy / education provision (where applicable):	0



CLUB SAFEGUARDING POLICIES AND PROCEDURES IN USE	YES	NO
Safeguarding children	Y	
Adults at risk		N
Social media use	Y	
Use of photograph and filming	Y	
Anti-bullying	Y	
Code of Conduct, including acceptable behaviour		N
Equality, diversity, and inclusion		N
Managing challenging behaviour	Y	
Matchday safeguarding plan		N
Data/Information sharing		N
Complaints	Y	

CLUB WELFARE OFFICER (ADULT TEAMS)	
Name:	John Waghorn
Email:	<a href="mailto:info@chertseytownfc.co.uk">info@chertseytownfc.co.uk</a>
Phone:	07814047197

CLUB BOARD SAFEGUARDING CHAMPION	
Name:	Steve McPherson
Email:	<a href="mailto:vicechairman@chertseytownfc.co.uk">vicechairman@chertseytownfc.co.uk</a>
Phone:	0831346060

# **NLS (1-4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE**

# NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

## PART B: SAFEGUARDING RISK ASSESSMENT

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
1. CLUB ORGANISATION & LEADERSHIP						
Policy and Procedures	Safeguarding procedures are not clearly defined. Those within club are unaware of their safeguarding responsibilities.	Med	<ul style="list-style-type: none"> <li>A club Safeguarding Policy exists, which fits the context of club.</li> <li>The Safeguarding Policy is reviewed at board level on annual basis.</li> <li>The Safeguarding Policy is widely shared with staff, volunteers, and players – including at induction to the club.</li> <li>The Safeguarding Policy is public facing on the club website.</li> </ul>	Safeguarding Officer	Low	We only have one U18 within the club should this change at any stage we would review the risk level.
Board level strategic Oversight	Where safeguarding is not championed from the top level of a club it's importance may not be realised by those working within it.	Low	<ul style="list-style-type: none"> <li>The club have appointed a Board Safeguarding Champion with suitable knowledge, skills, and experience.</li> <li>The Board Safeguarding Champion regularly engages with the Club Welfare Officer (Adult Teams) and / or assistant(s).</li> <li>Safeguarding is a standing item at board meetings and appears in relevant club strategy and business plans.</li> </ul>	John Waghorn & Steve McPherson to work together to ensure this.	Low	The club have a champion at Board level.
Visibility of the named safeguarding person* (*Club Welfare Officer- Adult Teams or another local title)	Without visibility of the Club Welfare Officer (Adult Teams) people may not know who to contact in the case of a safeguarding concern.  U18s may not be listened to and where abuse exists, it may continue.	Low	<ul style="list-style-type: none"> <li>The Club Welfare Officer's (Adult Teams) name and method by which they are contactable are available via the club website.</li> <li>FA provided safeguarding posters for steps 1-4, are displayed in prominent places around the club.</li> <li>Induction sessions for new players, parents/carers take place. These include an outline of the Club Welfare Officer (Adult Teams) role and details of how they can be contacted.</li> </ul>	John Waghorn	Low	The Welfare Officers name is shown on our Website along with contact details.

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			<ul style="list-style-type: none"> <li>Club Welfare Officer (Adult Teams) is accessible and is active within the club to ensure safeguarding has high visibility.</li> <li>Club Welfare Officer (Adult Teams) is proactive in providing opportunities for U18 players to share experiences, views, and opinions.</li> </ul>			
Codes of conduct	<p>Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged.</p> <p>Poor safeguarding culture becomes normalised.</p>	Low	<ul style="list-style-type: none"> <li>Codes of Conduct are in place.</li> <li>Codes of Conduct are shared and agreed to annually with all staff / volunteers / players.</li> <li>Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches.</li> </ul>	Policies are in place	Low	Safeguarding Officer and board champion.
			<ul style="list-style-type: none"> <li></li> </ul>			
<b>2. OPERATIONAL RISKS</b>						
Consent (Participation)	Parents / carers unaware of their child's involvement.	Low	<ul style="list-style-type: none"> <li>Appropriate consent forms are obtained from the U18 player / and their parent / carer in line with <a href="#">FA Safeguarding Guidance Note 8.2.</a></li> </ul>	John Waghorn made the 1st team manager aware of special requirements.	Low	Safeguarding Officer & Board Champion.
Consent (Photography, Social media / commercial activity)	<p>U18 with protection orders could be identified and location recognised.</p> <p>U18 may not be prepared for media interest / exposure – which may not all be positive.</p>	Low	<ul style="list-style-type: none"> <li>Appropriate consent forms obtained from the U18 player / and their parent / carer in line with <a href="#">FA Safeguarding Guidance Note 8.3.</a></li> <li>Where media interest is anticipated, an appropriate member of club staff supports the U18 player / and their parent / carer.</li> </ul>	<p>Has yet to feature in a club fixture.</p> <p>Safeguarding Officer &amp; Parents</p>	Low	If he is to play a part at some stage I will ensure things are in place.
Medical (Consent / information sharing)	Lack of awareness of an individual's medical needs may result in these not being met.	Low	<ul style="list-style-type: none"> <li>Medical consent from the U18 player / and their parent / carer, along with emergency contact information is collected in line with <a href="#">FA Safeguarding Guidance Note 8.2.</a></li> <li>Medical information is gathered in the player registration form and reviewed annually.</li> </ul>	Parents attend when the lad is training.	Low	The club physio will be aware of this.

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			<ul style="list-style-type: none"> <li>Medical information sharing follows the club data protection policy.</li> <li>Where medical needs are identified an appropriate member of club staff speaks to U18 player / and their parent / carer about procedures and processes that will be put into place to meet these.</li> </ul>			
Medical (Provision of)	An U18 does not receive appropriate medical care and attention.	Low	<ul style="list-style-type: none"> <li>Medical Emergency Action Plan is in place and adhered to.</li> <li>All events, training and matches have an appropriately trained person responsible for the delivery of first aid.</li> <li>Medical staff are recruited following a safer recruitment process, have undertaken appropriate DBS checking and follow the club Code of Conduct.</li> <li>All Medical staff have induction and understand club safeguarding expectations and how they should raise a concern.</li> <li>Medical care is provided in line with <a href="#">FA Safeguarding Guidance Note 5.10</a>.</li> </ul>	Club Physio and will keep parents informed.	Low	Safeguarding Officer
Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.	Low	<ul style="list-style-type: none"> <li>Additional needs information is gathered through player registration form or induction meeting.</li> <li>Where additional needs are identified an appropriate member of club staff to speak to U18 player / and their parent / carer about supportive procedures and processes that will be put into place.</li> <li>Additional needs information shared with those who need to know / are working directly with the player.</li> </ul>	Team Manager will share any information with the club physico.	Low	Safeguarding Officer

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Communications	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk exposure to inappropriate content.</p>	Low	<ul style="list-style-type: none"> <li>• Appropriate consent forms obtained from the U18 player / and their parent / carer.</li> <li>• Where team chat groups e.g. WhatsApp exist, an appropriate member of club staff reminds adult players about their expectations and conduct in relation to this.</li> <li>• All players (adult and U18) reminded about how to raise a concern.</li> <li>• The club follow FA guidance on <a href="#">Digital Communications and Children</a></li> </ul>	1st team manager	If he starts to play on a regular basis,	Safeguarding Officer will review.
Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants	Low	<ul style="list-style-type: none"> <li>• Club have a recruitment and selection process that aligns to the <a href="#">FA recommended process</a> and is followed consistently.</li> <li>• DBS checks are undertaken promptly for those who require them and before they start carrying out any DBS regulated activity.</li> <li>• An induction process is in place for all new staff, which includes providing information related to safeguarding within their role, what to do if they have a concern and an introduction to key contacts, including the Club Welfare Officer (Adult Teams).</li> <li>• When engaging volunteers who are U18 consideration is given to the fact they are legally children.</li> </ul>	1st team manager	Low	Safeguarding Officer
Supervision (Inappropriate supervision of U18)	U18 are not appropriately supervised.	Low	<ul style="list-style-type: none"> <li>• The FA and Child Protection in Sport Unit supervision <a href="#">ratios</a> are adhered to.</li> <li>• DBS guidance related to U18 players is followed.</li> <li>• U18 player always have access to a named point of contact.</li> </ul>	1st Team manager	Low	Safeguarding Officer

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Changing rooms (Open-Age team with adult and U18 players)	<p>Risk of unwanted or inappropriate contact.</p> <p>Photos taken in changing room and circulated without consent/used inappropriately e.g., sexual images/bullying/exploitation. Initiation activities with U18s.</p>	Low	<ul style="list-style-type: none"> <li>An appropriate member of club staff speaks to U18 player(s) and ensures they are given the choice as to whether they want to shower / change at the same time as adult players.</li> <li>Alternative arrangements offered to U18 player –this may include the option to travel to game changed, change before adult teammates, or use a separate changing space.</li> <li>Appropriate member of club staff speaks with adult players re. expected behaviours, aligned to club Code of Conduct and use of mobile phones (cameras)</li> <li>Consent from U18 players / and their parent / carer is given.</li> </ul>	1st Team manager	Low	Manager is aware of the u18s requirements.
Travel (Open-Age team with adult and U18 players)	<p>An U18 player may not feel comfortable to travel with adults.</p> <p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p>	Low	<ul style="list-style-type: none"> <li>Conversation between appropriate club official and U18 player regarding travel arrangements offered – this may include the option to have a parent on the coach or travel separately with parent.</li> <li>Team reminded of behaviours and expectations in line with Code of Conduct.</li> <li>Player has their own mobile and can ring parent at any time.</li> <li>Where travelling by private vehicle, the aforementioned opportunities are offered or minimum of three people travel together.</li> <li>Pre-agreed arrangements made for U18 onward travel upon return to the club (especially in relation to night games).</li> <li>Ongoing review of arrangements with U18 player.</li> <li>Consent from U18 player / and their parent / carer in relation to travel is given.</li> </ul>	First team manager/Safeguarding officer.	Low	

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Overnight Stays (Open-Age team with adult and U18 players)	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p> <p>Opportunities for U18 player to be exposed to adult themes. (alcohol)</p>	N/A	<ul style="list-style-type: none"> <li>• Consent from U18 player / and their parent / carer in relation to overnight stays is given.</li> <li>• No U18 player will share a room with an adult unless this is a related adult e.g., brother / cousin and agreed by the U18 player and their parent / carer.</li> <li>• Conversation between appropriate club official and player and parent / carer regarding overnight stay and options to: <ul style="list-style-type: none"> <li>- Have a single room.</li> <li>- Attend / stay with an adult family member.</li> <li>- Room with another U18 player (must be individual beds).</li> </ul> </li> <li>• A separate risk assessment is undertaken which details specific arrangements related to this activity and the named person responsible for the U18 player.</li> <li>• FA guidance note related to <a href="#">travel and overnight stays</a> has been considered.</li> </ul>	N/A at this time due to no overnight stays. To review if this changes.	N/A	
Players living away from home (U18 players, including loan arrangements)	U18 players who are living away from home in order to train with the club may be at risk.	NA	<ul style="list-style-type: none"> <li>• The club are aware of all U18 players who are living away from home.</li> <li>• The club follow league issued advice and guidance.</li> <li>• Accommodation arrangements are assessed, agreed, and monitored by the club.</li> <li>• All arrangements are agreed in collaboration with player, parent / carer, club, and accommodation provider.</li> <li>• Safeguarding procedures, including an introduction to Club Welfare Officer (Adult Teams) are provided to player, parent / carer, club, and accommodation provider.</li> </ul>	N/A at this time as no u18 players living away from home- to review if anything changes.	NA	NA



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			<ul style="list-style-type: none"> <li>Accommodation providers are subject to safer recruitment processes, including provision of safeguarding training.</li> </ul>			
Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.	Low	<ul style="list-style-type: none"> <li>A match day plan includes consideration to safeguarding.</li> <li>Where children are involved in match day activities (i.e. ball retrieval or mascots) additional risk assessments are undertaken and appropriate supervision, procedures and consent are considered.</li> </ul>	Jnr Managers	Low	All Jnrs that at as mascots are always supervised by team managers & parents.
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	Low	<ul style="list-style-type: none"> <li>A match day plan exists that considers all health and safety risks. i.e. car parking.</li> <li>A match day plan details identified safeguarding risks and mitigations; this includes (but is not limited to):                             <ul style="list-style-type: none"> <li>Staff / volunteer responsibilities.</li> <li>Safer working procedures. / e.g. searching and ejecting spectators.</li> <li>Process by which to raise a safeguarding concern.</li> </ul> </li> <li>Age of entry is clearly communicated, along with expected behaviour.</li> </ul>	Chief Steward	Low	We employ a group of trained stewards at all games. We need to look at our age entry policy.
			<ul style="list-style-type: none"> <li></li> </ul>			
<b>3. SAFEGUARDING TRAINING &amp; EDUCATION</b>						
Safeguarding Education (Staff and volunteers)	Lack of safeguarding knowledge may mean staff / volunteers are not able to identify and respond to safeguarding concerns.	Low	<ul style="list-style-type: none"> <li>All staff, volunteers to complete FA safeguarding training relevant and required by their role.</li> <li>All staff and volunteers undertake Player Welfare in Open-Age Football Course.</li> <li>Renewal dates for safeguarding courses for all staff and volunteers are monitored to ensure recertification is completed in a timely manner.</li> </ul>	Chief Steward	Low	We employ trained stewards. Volunteers only look after cat parking and ball collecting.

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			<ul style="list-style-type: none"> <li>Through meeting and briefings, all staff / volunteers remain updated with relevant safeguarding information as and when required – at least annually.</li> <li>All staff / volunteers aware of NSPCC and FA Whistleblowing details.</li> </ul>			
Safeguarding education (Staff and volunteers)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns.	Low	<ul style="list-style-type: none"> <li>Players are reminded of their safeguarding responsibilities and agree to a Code of Conduct.</li> <li>CWO and how to contact them is known to players.</li> <li>U18 players are provided with copy of <a href="#">Know Your Rights in Football</a></li> <li>All staff / volunteers aware of NSPCC and FA Whistleblowing details.</li> </ul>	1st team manager	Low	Safeguarding officer
Safeguarding awareness raising	Lack of safeguarding knowledge may mean parents / carers are not able to effectively support this child and / or identify and respond to safeguarding concerns.	Low	<ul style="list-style-type: none"> <li>Parents / carers invited to a club induction, links to digital parent / carer pack provided.</li> <li>Parents / carers encouraged to complete The FA Safeguarding Awareness for Parents &amp; Carers course</li> </ul>	1st team manager	Low	Safeguarding officer. Parents will be directed to the club website where all of the club policies can be found.
			<ul style="list-style-type: none"> <li></li> </ul>			
<b>4. MANAGING ALLEGATIONS AND CONCERNS</b>						
Making a referral or raising a concern (Awareness club wide, including U18 players)	Lack of understanding about how or when to refer could result in a delay in referring or non-referral.	Low	<ul style="list-style-type: none"> <li>Staff and volunteers follow the Safeguarding Policy regarding referring and managing an allegation or concern.</li> <li>Club ensures all staff / volunteers are briefed and aware of their safeguarding duty.</li> <li>Contact details for the Club Welfare Officer (Adult Teams) and referral process are readily available throughout the club, including the club website.</li> </ul>	John Waghorn	Low	Chief steward will be made aware of the club policies and requirements.

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			<ul style="list-style-type: none"> <li>Club ensures that all players have information pertaining to who they should raise concerns to and how.</li> <li>Club ensures that parents / carers of U18 know who they should raise concerns to and how.</li> <li>Club ensures that NSPCC and FA Whistleblowing contact details are known and shared throughout the club.</li> </ul>			
Confidential Information (Safeguarding records)	Confidential safeguarding information is not stored correctly and may be accessed.	Low	<ul style="list-style-type: none"> <li>Club has systems in place to ensure that safeguarding records are stored in a secure manner.</li> <li>Information is shared only with those who are required to know.</li> </ul>	The Safeguarding Officer will maintain & secure records.	Low	
			<ul style="list-style-type: none"> <li></li> </ul>			
<b>5. WORKING TOGETHER</b>						
External education providers Club relationship with post 16+ Education Provider Academy	Lack of joined up safeguarding process between club and 16+ education provider (academy) means that U18s have inconsistent experiences and concerns may be missed.  Important information may not be shared.	NA	<ul style="list-style-type: none"> <li>An appropriate club representative meets with the education provider to discuss safeguarding on a regular basis.</li> <li>A safeguarding risk assessment is provided to the club by the education provider. This includes clear details around processes and procedures by which a referral is raised, and how information will be shared.</li> <li>The Education provider is aware of wider club risk assessment and expectations from club in relation to safeguarding process, recruitment, supervision, training, and general Health &amp; Safety requirements linked to the use of club spaces.</li> </ul>	NA – at time.	NA	NA
U18 player transition	Lack of joined up safeguarding process between youth and open-age teams may result in U18s	Low	<ul style="list-style-type: none"> <li>CWO (Youth) and CWO (Adult Teams) work together to plan transition for youth players into open-age football, ensuring that: (1) the</li> </ul>	1st Manager	Low	We do not have an u18s team so it would be rare to

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(between youth teams and the open-age team)	having inconsistent experiences and concerns may be missed.  Important information may not be shared.		needs of U18 player are considered at each stage, (2) relevant information is shared and (3) an introduction between the U18 player and the new CWO (Adult Teams) takes place.			have any u18s at our level.
U18 Loan Signings (Bringing in or loaning out an U18 player)	Safeguarding is not considered when an U18 player joins or leaves the club on a short-term arrangement.	Low	<ul style="list-style-type: none"> <li>An appropriate club official works with an appropriate official from the parent club / club taking player on loan to ensure that the loan move has safeguarding as a key consideration.</li> <li>An additional Risk Assessment is completed. This includes: <ul style="list-style-type: none"> <li>Ensuring U18 player has a local point of contact with whom they can raise concerns.</li> <li>Ensuring appropriate transport and accommodation are in place.</li> <li>Ensuring regular “check ins” with U18 by both the parent club and club at which the player is on loan.</li> </ul> </li> <li>Player and parent are informed throughout process and consent is given.</li> </ul>	1st manager	Low	The one lad we have is taken to training and games by his parents. The first teams manager is aware of special requirements for an u18.
Relationships across the club (Links to Youth / Disability Football Teams)	Where purposeful relationships do not exist, an individual may have a different experience within different parts of the club.  Concerns may go unreported or missed.	NA	<ul style="list-style-type: none"> <li>Those involved with the running of the open-age team work with those involved with the delivery of Youth / Disability football to share information, knowledge, and opportunities to create a cohesive safeguarding culture.</li> </ul>	NA	NA	NA
			•			
<b>6. OTHER CONSIDERATIONS</b>						
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## PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

### MEAP - MATCHDAY STADIUM

<b>CLUB NAME:</b>	Chertsey Town FC
<b>CLUB ADDRESS:</b>	Alwyns Lane, Chertsey
<b>POSTCODE:</b>	KT16 9DW

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
Heather Stead	07882-612216

ACCESS ROUTES	
1. For Ambulance	Via Alwyns Lane,
2. First-Aid Room to Ambulance	at the back of the main stand
3. Pitch to Ambulance	Through blue gates on the pitchside.

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	First Aid Room
First-Aid kit	First Aid Roo
Stretcher (if required and trained stretcher bearers present)	Kit Room, by the players entrance on match days.
First-Aid Room	Back of main stand

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	St Peters, Chertsey  01932-872000
Directions to hospital:	KT16 0PZ
Journey Time:	10 Mins
Nearest Walk-in Centre (WIA) address:	Ashford Hospital London Rd, Stanwell, Ashford, TW15 3AA

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MEAP – TRAINING GROUND (WHERE DIFFERENT)

<b>CLUB NAME:</b>	Chertsey Town FC
<b>CLUB ADDRESS:</b>	Royal Holloway Univ, Egham Hill, Surrey, TW20 0EX
<b>POSTCODE:</b>	

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
Heather Stead	078221682 61

ACCESS ROUTES	
1. For Ambulance	Through the car par gate directly on to pitch.
2. First-Aid Room to Ambulance	In reception
3. Pitch to Ambulance	Pitch side gate to car park

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	At pitch side during training
First-Aid kit	At Pitch side during training
Stretcher (if required and trained stretcher bearers present)	In reception near the fist aid room
First-Aid Room	Near reception

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	St Peters, Chertsey  01932 872000
Directions to hospital:	KT16 0PZ
Journey Time:	20 mins
Nearest Walk-in Centre (WIA) address:	Ashford Hospital London Rd, Ashford, TW15 3AA

# NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

## PART D: SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	John Waghorn
Club/League role:	Chertsey Town FC
Signature:	
Date:	

Name:	Steve McPerson
Club/League role:	V Chairman/Board Champion
Signature:	
Date:	

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Mark Turner
Club/League role:	Chairman
Signature:	
Date:	

## RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
Mark Turner	CTFC – Chairman- BM		
Steve McPherson	CTFC - V Chairman - BM		
David Rayner	President - BM		
Dave Sines	BM		
Chris Gay	Club Secretary		
John Waghorn	Welfare Officer		

### End Note

Clubs are advised to undertake regular risk assessments of the club 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 should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.