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

PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	BRENTWOOD TOWN FC
League	ISTHMIAN PREMIER
County FA	ESSEX
Approx. No. of U18 players playing open-age football:	1
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	400
Approx No. of participants within the 16-19 academy / education provision (where applicable):	N/A

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

CLUB WELFARE OFFICER (ADULT TEAMS)	
Name:	Anthony Watkins
Email:	Twizz1977@gmail.com
Phone:	07805 917784

CLUB BOARD SAFEGUARDING CHAMPION	
Name:	Steve Clarke
Email:	Steve.clark@huttonfc.com
Phone:	07783 485629

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.	HIGH	• A club Safeguarding Policy exists, which fits the context of club. • The Safeguarding Policy is reviewed at board level on annual basis. • The Safeguarding Policy is widely shared with staff, volunteers, and players – including at induction to the club. • The Safeguarding Policy is public facing on the club website.	Club Welfare Officer / Board Safeguarding Champion	LOW	Club Welfare Officer / Board Safeguarding Champion
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.	HIGH	• The club have appointed a Board Safeguarding Champion with suitable knowledge, skills, and experience. • The Board Safeguarding Champion regularly engages with the Club Welfare Officer (Adult Teams) and / or assistant(s). • Safeguarding is a standing item at board meetings and appears in relevant club strategy and business plans.	Management Committee / Chairperson	MEDIUM	Management Committee / Chairperson
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.	MEDIUM	• The Club Welfare Officer's (Adult Teams) name and method by which they are contactable are available via the club website. • FA provided safeguarding posters for steps 1-4, are displayed in prominent places around the club. • 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.	Club Welfare Officer / Board Safeguarding Champion	LOW	Club Welfare Officer / Board Safeguarding Champion

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			• Club Welfare Officer (Adult Teams) is accessible and is active within the club to ensure safeguarding has high visibility. • Club Welfare Officer (Adult Teams) is proactive in providing opportunities for U18 players to share experiences, views, and opinions.			
Codes of conduct	Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged. Poor safeguarding culture becomes normalised.	HIGH	• Codes of Conduct are in place. • Codes of Conduct are shared and agreed to annually with all staff / volunteers / players. • Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches.	Club Welfare Officer / Board Safeguarding Champion	LOW	Board Safeguarding Champion / Club Welfare Officer
			•			
2. OPERATIONAL RISKS						
Consent (Participation)	Parents / carers unaware of their child's involvement.	MEDIUM	• Appropriate consent forms are obtained from the U18 player / and their parent / carer in line with FA Safeguarding Guidance Note 8.2.	Head Team Coach / Club Secretary	LOW	Management Committee / Club Secretary
Consent (Photography, Social media / commercial activity)	U18 with protection orders could be identified and location recognised. U18 may not be prepared for media interest / exposure – which may not all be positive.	HIGH	• Appropriate consent forms obtained from the U18 player / and their parent / carer in line with FA Safeguarding Guidance Note 8.3. • Where media interest is anticipated, an appropriate member of club staff supports the U18 player / and their parent / carer.	Club Secretary / Head Team Coach / Club Welfare Officer	LOW	Management Committee / Head Team Coach / Board Safeguarding Champion
Medical (Consent / information sharing)	Lack of awareness of an individual's medical needs may result in these not being met.	MEDIUM	• Medical consent from the U18 player / and their parent / carer, along with emergency contact information is collected in line with FA Safeguarding Guidance Note 8.2. • Medical information is gathered in the player registration form and reviewed annually. • Medical information sharing follows the club data protection policy.	Club Secretary	LOW	Management Committee

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			• 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.			
Medical (Provision of)	An U18 does not receive appropriate medical care and attention.	MEDIUM	• Medical Emergency Action Plan is in place and adhered to. • All events, training and matches have an appropriately trained person responsible for the delivery of first aid. • Medical staff are recruited following a safer recruitment process, have undertaken appropriate DBS checking and follow the club Code of Conduct. • All Medical staff have induction and understand club safeguarding expectations and how they should raise a concern. • Medical care is provided in line with FA Safeguarding Guidance Note 5.10 and league requirements.	Management Committee / Board Safeguarding Champion	LOW	Management Committee
Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.	MEDIUM	• Additional needs information is gathered through player registration form or induction meeting. • 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. • Additional needs information shared with those who need to know / are working directly with the player.	Club Welfare Officer / Board Safeguarding Champion / Head Team Coach	LOW	Management Committee / Board Safeguarding Champion
Communications	Risk of unwanted or inappropriate contact. Risk exposure to inappropriate content.	MEDIUM	• Appropriate consent forms obtained from the U18 player / and their parent / carer. • 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.	Club Secretary / Club Welfare Officer	LOW	Management Committee

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			• All players (adult and U18) reminded about how to raise a concern. • The club follow FA guidance on Digital Communications and Children			
Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants	HIGH	• Club have a recruitment and selection process that aligns to the FA recommended process and is followed consistently. • DBS checks are undertaken promptly for those who require them and before they start carrying out any DBS regulated activity. • 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). • When engaging volunteers who are U18 consideration is given to the fact they are legally children.	Club Welfare Officer / Management Committee	LOW	Club Welfare Officer / Management Committee / Club Secretary / Chair of Board
Supervision (Inappropriate supervision of U18)	U18 are not appropriately supervised.	MEDIUM	• The FA and Child Protection in Sport Unit supervision ratios are adhered to. • DBS guidance related to U18 players is followed. • U18 player always have access to a named point of contact.	Club Welfare Officer / Head Team Coach	LOW	Management Committee / Club Welfare Officer
Changing rooms (Open-Age team with adult and U18 players)	Risk of unwanted or inappropriate contact. Photos taken in changing room and circulated without consent/used inappropriately e.g., sexual images/bullying/exploitation. Initiation activities with U18s.	HIGH	• 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. • 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.	Head Team Coach / Club Secretary / Club Welfare Officer / Parent / Carer	LOW	Management Committee / Board Safeguarding Champion

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			• Appropriate member of club staff speaks with adult players re. expected behaviours, aligned to club Code of Conduct and use of mobile phones (cameras) • Consent from U18 players / and their parent / carer is given.			
Travel (Open-Age team with adult and U18 players)	An U18 player may not feel comfortable to travel with adults. Risk of unwanted or inappropriate contact. Risk of grooming.	MEDIUM	• 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. • Team reminded of behaviours and expectations in line with Code of Conduct. • Player has their own mobile and can ring parent at any time. • Where travelling by private vehicle, the aforementioned opportunities are offered or minimum of three people travel together. • Pre-agreed arrangements made for U18 onward travel upon return to the club (especially in relation to night games). • Ongoing review of arrangements with U18 player. • Consent from U18 player / and their parent / carer in relation to travel is given.	Head Team Coach / Club Secretary / Club Welfare Officer / Parent / Carer	LOW	Management Committee / Board Safeguarding Champion
Overnight Stays (Open-Age team with adult and U18 players)	Risk of unwanted or inappropriate contact. Risk of grooming. Opportunities for U18 player to be exposed to adult themes. (alcohol)	MEDIUM	• Consent from U18 player / and their parent / carer in relation to overnight stays is given. • 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. • Conversation between appropriate club official and player and parent / carer regarding overnight stay and options to: - Have a single room. - Attend / stay with an adult family member.	Club Secretary / Head Team Coach / Parent / Carer	LOW	Management Committee / Board Safeguarding Champion

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			- Room with another U18 player (must be individual beds). • A separate risk assessment is undertaken which details specific arrangements related to this activity and the named person responsible for the U18 player. • FA guidance note related to travel and overnight stays has been considered.			
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.	MEDIUM	• The club are aware of all U18 players who are living away from home. • The club follow league issued advice and guidance. • Accommodation arrangements are assessed, agreed, and monitored by the club. • All arrangements are agreed in collaboration with player, parent / carer, club, and accommodation provider. • Safeguarding procedures, including an introduction to Club Welfare Officer (Adult Teams) are provided to player, parent / carer, club, and accommodation provider. • Accommodation providers are subject to safer recruitment processes, including provision of safeguarding training.	Club Secretary / Management Committee	LOW	Board Safeguarding Champion
Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.	MEDIUM	• A match day plan includes consideration to safeguarding. • 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.	General Manager / Management Committee	LOW	Board Safeguarding Champion
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	MEDIUM	• A match day plan exists that considers all health and safety risks. i.e. car parking.	All Matchday Staff and Volunteers	LOW	Club Welfare Officer / Management Committee / Club

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			• A match day plan details identified safeguarding risks and mitigations; this includes (but is not limited to): - Staff / volunteer responsibilities. - Safer working procedures. / e.g. searching and ejecting spectators. - Process by which to raise a safeguarding concern. • Age of entry is clearly communicated, along with expected behaviour.			Secretary / Chair of Board
			•			
3. SAFEGUARDING TRAINING & EDUCATION						
Safeguarding Education (Staff and volunteers)	Lack of safeguarding knowledge may mean staff / volunteers are not able to identify and respond to safeguarding concerns.	MEDIUM	• All staff, volunteers to complete FA safeguarding training relevant and required by their role. • All staff and volunteers undertake Player Welfare in Open-Age Football Course. • Renewal dates for safeguarding courses for all staff and volunteers are monitored to ensure recertification is completed in a timely manner. • Through meeting and briefings, all staff / volunteers remain updated with relevant safeguarding information as and when required – at least annually. • All staff / volunteers aware of NSPCC and FA Whistleblowing details.	Management Committee / Club Secretary / Club Welfare Officer	LOW	Management Committee / Board Safeguarding Champion
Safeguarding education (Staff and volunteers)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns.	MEDIUM	• Players are reminded of their safeguarding responsibilities and agree to a Code of Conduct. • CWO and how to contact them is known to players. • U18 players are provided with copy of Know Your Rights in Football • All staff / volunteers aware of NSPCC and FA Whistleblowing details.	Club Secretary / Club Welfare Officer	LOW	Board Safeguarding Champion

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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.	MEDIUM	• Parents / carers invited to a club induction, links to digital parent / carer pack provided. • Parents / carers encouraged to complete The FA Safeguarding Awareness for Parents & Carers course	Management Committee / Club Secretary / Club Welfare Officer	LOW	Board Safeguarding Champion
			•			
4. MANAGING ALLEGATIONS AND CONCERNS						
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.	MEDIUM	• Staff and volunteers follow the Safeguarding Policy regarding referring and managing an allegation or concern. • Club ensures all staff / volunteers are briefed and aware of their safeguarding duty. • Contact details for the Club Welfare Officer (Adult Teams) and referral process are readily available throughout the club, including the club website. • Club ensures that all players have information pertaining to who they should raise concerns to and how. • Club ensures that parents / carers of U18 know who they should raise concerns to and how. • Club ensures that NSPCC and FA Whistleblowing contact details are known and shared throughout the club.	Management Committee / Club Secretary / Club Welfare Officer	LOW	Board Safeguarding Champion
Confidential Information (Safeguarding records)	Confidential safeguarding information is not stored correctly and may be accessed.	HIGH	• Club has systems in place to ensure that safeguarding records are stored in a secure manner. • Information is shared only with those who are required to know.	Management Committee	LOW	Board Safeguarding Champion
			•			
5. WORKING TOGETHER						

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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.	HIGH	• An appropriate club representative meets with the education provider to discuss safeguarding on a regular basis. • 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. • 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 & Safety requirements linked to the use of club spaces.	West Ham United / Safeguarding Team / Club Welfare Officer	MEDIUM	Management Committee / Board Safeguarding Champion / Club Welfare Officer
U18 player transition (between youth teams and the open-age team)	Lack of joined up safeguarding process between youth and open-age teams may result in U18s having inconsistent experiences and concerns may be missed. Important information may not be shared.	HIGH	• CWO (Youth) and CWO (Adult Teams) work together to plan transition for youth players into open-age football, ensuring that: (1) the 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.	Head of Youth Development / Club Welfare Officer / Head Team Coach	MEDIUM	Board Safeguarding Champion
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.	HIGH	• 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. • An additional Risk Assessment is completed. This includes: - Ensuring U18 player has a local point of contact with whom they can raise concerns. - Ensuring appropriate transport and accommodation are in place. - Ensuring regular "check ins" with U18 by both the parent club and club at which the player is on loan.	Head Team Coach / Club Secretary	MEDIUM	Management Committee / Board Safeguarding Champion / Club Welfare Officer

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			• Player and parent are informed throughout process and consent is given.			
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.	MEDIUM	• 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.	Head Team Coach	LOW	Board Safeguarding Champion / Club Welfare Officer
			•			
6. OTHER CONSIDERATIONS						
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PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

MEAP - MATCHDAY STADIUM

CLUB NAME:	BRENTWOOD TOWN FC
CLUB ADDRESS:	THE ARENA, DODDINGHURST ROAD, BRENTWOOD ESSEX
POSTCODE:	CM15 9NN

FIRST-AIDER / MEDICAL INFORMATION	
Name:	Mobile Number
DARREN GOODEY	07793 533235
DAVID PARK	07836 263010

ACCESS ROUTES	
1. For Ambulance	MAIN GATE, DODDINGHURST ROAD
2. First-Aid Room to Ambulance	VIA PITCH WALKWAY
3. Pitch to Ambulance	VIA PITCH DOUBLE GATE

FIRST-AID EQUIPMENT AND FACILITIY	
Item	Location
Defibrillator	BY TURNSTILES
First-Aid kit	CLUB HOUSE AND MATCH DAY MEDICAL ROOM
Stretcher (if required and trained stretcher bearers present)	MATCH DAY MEDICAL ROOM
First-Aid Room	BETWEEN MAIN STAND AND TEA BAR

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	QUEENS HOSPITAL ROM VALLEY WAY ROMFORD RM7 0AG
Directions to hospital:	IF TRAVELLING BY ROAD A118 TO ROMFORD TOWN CENTRE. FOLLOW SIGNS TO THE HOSPITAL. POSTCODE FOR SAT NAV IS RM7 0AG
Journey Time:	15 MINUTES
Nearest Walk-in Centre (WIA) address:	HAROLD WOOD WALK IN CENTRE GUBBINS LANE, ROMFORD, RM3 0FE

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MEAP – TRAINING GROUND (WHERE DIFFERENT)

CLUB NAME:	N/A
CLUB ADDRESS:	
POSTCODE:	

FIRST-AIDER / MEDICAL INFORMATION	
Name:	Mobile Number

ACCESS ROUTES	
1. For Ambulance	
2. First-Aid Room to Ambulance	
3. Pitch to Ambulance	

FIRST-AID EQUIPMENT AND FACILITIY	
Item	Location
Defibrillator	
First-Aid kit	
Stretcher (if required and trained stretcher bearers present)	
First-Aid Room	

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	
Directions to hospital:	
Journey Time:	
Nearest Walk-in Centre (WIA) address:	

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

PART D: SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	DAVID PARK
Club/League role:	VICE CHAIRMAN
Signature:	David Park
Date:	17-03-26

Name:	JEZ DICKINSON
Club/League role:	CHAIRMAN
Signature:	Jez Dickinson
Date:	17-03-26

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	STEVE CLARK
Club/League role:	BOARD SAFEGUARDING CHAMPION
Signature:	S Clark
Date:	17-03-26

RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY

End Note

Nb. Where FA.com hyperlinks are provided, the user should always check The FA Safeguarding Guidance Note directory to ensure they are accessing the most recent version of a document. This can be found at: https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory

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.