



Merthyr Town Football Club

Safeguarding Risk assessment



Area of Concern	Possible Risks	Risk Level	Action Required to Mitigate Risk	Who is Responsible	Change to Risk Level	Who reviews activity
Policy and Procedures	Safeguarding procedures are not clearly defined. Those within Club are unaware of their safeguarding responsibilities.	Low	<ul style="list-style-type: none"> • A Club Safeguarding Policy exists, which fits the context of the Club. • The Safeguarding Policy is reviewed at Board level on an 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 Clubs website. 	All Board Members, Safeguarding Officer		Board Members
Board Level Strategic Oversight	Where safeguarding is not championed from the top level its importance may not be realised from those working within it.	Low	<ul style="list-style-type: none"> • The Club has appointed a Board Safeguarding Champion with suitable knowledge, skills and experience. • The Board Safeguarding Champion regularly engages with the Safeguarding Officer • Safeguarding is a standard item at Board meetings and appears in Club strategies and business plans. 	All Board Members, Board Safeguarding Champion		Board Members
Visibility of named safeguarding person	Without visibility of the Clubs Safeguarding Officers people may not know who to contact in case of a safeguarding concern. Under 18s may not be listened to where abuse exists, it may continue.	Low	<ul style="list-style-type: none"> • The Safeguarding Officer’s name and contact details are available on the Club websites • FA approved safeguarding posters for Steps 1-4 are displayed in prominent places around the ground. • Induction sessions for new players, parents, carers take place. These include an outline of the Safeguarding Officers role and details of how they can be contacted. • Safeguarding Officer is accessible and active within the Club to ensure that safeguarding has a high visibility. 	Board Safeguarding Champion		Board Members

Codes of Conduct	Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged. A poor safeguarding culture becomes normalised.	Low	<ul style="list-style-type: none"> Safeguarding officer is proactive in providing opportunities for Under 18 players to share experiences, views and opinions. Codes of Conduct are in place. Codes of Conduct are shared and agreed annually with all staff/volunteers/players. Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches. 	Board Safeguarding Champion	Board Members
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Operational Risks

Consent (Participation)	Parents/Carers unaware of their child's involvement	Low	<ul style="list-style-type: none"> Appropriate consent forms are obtained from the Under 18 player/and their parent/carer in line with FA Safeguarding Guidance Note 8.2 	Board Safeguarding Champion	Safeguarding Officer
Consent (Photography/Social media)	Under 18's with Protection Orders could be identified and location recognised. Under 18's may not be prepared for media interest/exposure, which may not be all positive	Medium	<ul style="list-style-type: none"> Appropriate consent forms are obtained from the Under 18 player/and their parent/carer in line with FA Safeguarding Guidance Note 8.3 Where media interest is anticipated, an appropriate member of the Clubs staff supports the Under 18 player/ their parent/carer 	Safeguarding Officer	Board Safeguarding Champion
Medical Consent (Information sharing)	Lack of awareness of individuals medical needs may result in these not being met.	Medium	<ul style="list-style-type: none"> Medical consent forms are obtained from the Under 18 player/and their parent/carer with emergency contact information is collected in line with FA Safeguarding Guidance Note 8.2 Medical information in the player registration form and reviewed annually Medical information sharing follows the Clubs Data Protection policy. Where medical needs are identified an appropriate member of Club staff speaks to the Under 18 player/and their parent/care about procedures and processes that will be put into place to meet these. 	Board Safeguarding Champion	Safeguarding Officer
Medical Consent (Provision of)	Under 18's do not receive appropriate medical care and	Medium	<ul style="list-style-type: none"> Medical Emergency Action Plan is in place and adhered to. 	All Board Members	H & S Board Member,



	attention		<ul style="list-style-type: none"> All events, training and matches have an appropriate 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 		Board Safeguarding Champion
Additional Needs (Information sharing)	Lack of awareness of individuals additional needs may result in these not being met.	Low	<ul style="list-style-type: none"> Additional needs information is gathered through player registration form and induction meeting. Where additional needs are identified in appropriate member of Club staff to speak to Under 18 player/and their parent/carer about supportive procedures and processes that will be put into place. Additional needs information is shared with those who need to know/are working directly with the player. 	Board Safeguarding Champion	Safeguarding Officer
Communications	Risk of unwanted or inappropriate contact. Risk of exposure of inappropriate content.	Medium	<ul style="list-style-type: none"> Appropriate consent forms obtained from the Under 18 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. All players (Adult and Under 18) reminded about how to raise a concern. The Club follow FA Guidance on Digital Communication and Children. 	Club Football Secretary, First Team Staff	Safeguarding Officer
Staff/Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants.	Low	<ul style="list-style-type: none"> 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. 	All Board Members	Board Safeguarding Champion

			<ul style="list-style-type: none"> An induction process is in place for all new staff, which includes providing information in related to safeguarding within their role, what to do if they have a concern and an introduction to key contacts, including the Club Safeguarding Officer. When engaging volunteers who are Under 18 consideration is given to the fact that they are legally children. 		
Supervision	Under 18's are not appropriately supervised	Low	<ul style="list-style-type: none"> The FA and Child Protection in Sport Unit supervision ratios are adhered to. DBS guidance related to Under 18 players is followed. Under 18 players always have access to a named point of contact. 	Safeguarding Officer	Board Safeguarding Champion
Changing Rooms	<p>Risk of unwanted or inappropriate contact.</p> <p>Photographs taken in changing room and circulated without consent/used inappropriately. For example sexual images/bullying/exploitation/. Initiation activities with Under 18s.</p>	Medium	<ul style="list-style-type: none"> 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. 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. 	Club Football Secretary, First Team Staff	Board Safeguarding Champion
Travel (With adult and Under 18's players)	<p>Under 18 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"> 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 	Club Football Secretary, First Team Staff	Board Safeguarding Champion

			<p>any time.</p> <ul style="list-style-type: none"> • 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. 		
<p>Overnight Stays (With adult and Under 18's)</p>	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p> <p>Opportunities for Under 18's to be exposed to adult themes (alcohol)</p>	<p>High</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Have a single room. • Attend / stay with an adult family member. • 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. <ul style="list-style-type: none"> • FA guidance note related to travel and overnight stays has been considered. 	<p>Club Football Secretary, First Team Staff</p>	<p>Board Safeguarding Champion</p>
<p>Players living away from home (Under 18's including loan arrangements)</p>	<p>Under 18 players who are living away from home in order to train with the Club may be at risk.</p>	<p>High</p>	<ul style="list-style-type: none"> • 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 	<p>Club Football Secretary, First Team Staff</p>	<p>Board Safeguarding Champion</p>

			<ul style="list-style-type: none"> 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. 		
Match Day Operations (Child Activity)	Safeguarding is not considered as part of the match day arrangements (Child Activities) which may create risk	Low	<ul style="list-style-type: none"> 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. 	All Board Members	H & S Board Member, Board Safeguarding Champion
Match Day Operations (Spectators)	Safeguarding spectators is not considered part of the match day arrangements which may create risk	Low	<ul style="list-style-type: none"> A match day plan exists that considers all health and safety risks. i.e. car parking. A match day plan details identified safeguarding risks and mitigations; this includes (but is not limited to): <ul style="list-style-type: none"> 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. 	All Board Members	H & S Board Member, Board Safeguarding Champion
Safeguarding Training and 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	<ul style="list-style-type: none"> 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. 	All staff and volunteers	Board Safeguarding Champion, Safeguarding Officer

Safeguarding Education (Players)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns	High	<ul style="list-style-type: none"> • 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. • 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 Football Secretary	Safeguarding Officer
Safeguarding Awareness Raising	Lack of safeguarding knowledge may mean parent/carers are not able to effectively support this child and/or respond to safeguarding concerns.	High	<ul style="list-style-type: none"> • 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 	Board Safeguarding Champion	Board Safeguarding Champion, Safeguarding Officer
Managing Allegations and Concerns					
Making a referral or raising a concern. (Awareness Club wide, including Under 18 players)	Lack of understanding of how or when to refer could result in a delay referring or non-referral.	Low	<ul style="list-style-type: none"> • 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 	Safeguarding Officer	Board Safeguarding Champion

<p>Confidential information (Safeguarding records)</p>	<p>Confidential information is not stored correctly and may be accessed.</p>	<p>High</p>	<p>contact details are known and shared throughout the club.</p> <ul style="list-style-type: none"> • 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. 	<p>Safeguarding Officer</p>	<p>Board Safeguarding Champion</p>
<p>Working Together</p>					
<p>External Education Providers. Club relationship with 16+ Education Provider</p>	<p>Lack of joined up safeguarding process with 16+ education provider means that Under 18s have inconsistent experiences and concerns may be missed.</p> <p>Important information may not be shared</p>	<p>Medium</p>	<ul style="list-style-type: none"> • 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. 	<p>Club Board Champion</p>	<p>Safeguarding Officer</p>
<p>Under 18s Player Transition</p>	<p>Lack of joined up safeguarding process between youth and open age teams may result in Under 18s having inconsistent experiences and concerns may be missed.</p> <p>Important information may not be shared.</p>	<p>Low</p>	<ul style="list-style-type: none"> • 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. 	<p>Academy Staff and First Team Staff</p>	<p>Safeguarding Officer</p>
<p>Under 18's Loan signings (Bringing in or loaning out an Under 18 player)</p>	<p>Safeguarding is not considered when an Under 18 player joins or leaves on a short term arrangement.</p>	<p>Low</p>	<ul style="list-style-type: none"> • 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: 	<p>Club Football Secretary</p>	<p>Safeguarding Officer</p>

**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.

Low

- 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.
- Player and parent are informed throughout process and consent is given.
- 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.

Club Coaching Staff

Safeguarding Officer