

# CLUB WELFARE OFFICER SAFEGUARDING CHECKLIST

GRASSROOTS FOOTBALL; MAXIMISING ENJOYMENT AND MINIMISING RISK

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# INTRODUCTION

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This 10 point checklist aims to help you and your club create safe and enjoyable activities for Children and Young People (CYP). It will guide you through the different safeguards that need to be put in place when planning and running any activity for CYP. Please use this together with The FA Grassroots Safeguarding Children Policy and Procedures [click here](#) and best practice guidance [click here](#).

Every club, activity and child is different so there can't be a 'one size fits all' approach but using this check list should help you prepare for different activities; whether that's training sessions, matches, a summer BBQ fund raiser or going on tour!

If you are unsure about anything in this checklist or have any questions please contact your County FA Welfare Officer for more help and advice.

Thank you for taking on the role of Club Welfare

Officer, you have an essential part to play in football and we know that is not always an easy job. However we also recognise it can be one of the most rewarding. We hope that this Safeguarding Checklist makes your role that little bit easier. If you are the only welfare officer at your club why not think about getting someone else to join you to help make a difference? Clubs with multiple teams, that have more than one welfare officer, have had some of the most positive impacts.

Whatever your situation it's important to remember that you are part of a bigger team. With 10,000 welfare officers in post across the country supported by 50 County FA Welfare Officers there's a lot of great work happening and opportunities for helpful and practical support and advice.

Thank you,

**The FA Safeguarding Team**

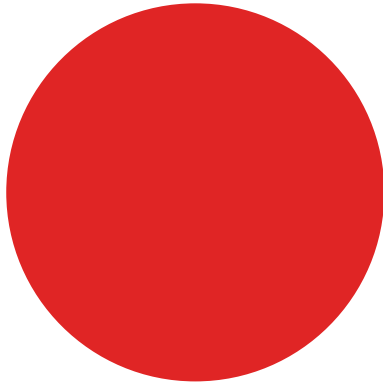
# SAFEGUARDING CHECKLIST

Activity/Event:

Clarification Required	Not Applicable	In Progress	Date Completed
1. Taking and Sharing Responsibility			
2. Parental/Personal Consent and Key Information			
3. Registration and Record Keeping			
4. Photography, Film and the Media			
5. Club Volunteer Suitability, Ratios and Criminal Record Checks			
6. First Aid			
7. Social Media and Communicating with U18s			
8. Empowering Children and Young People (CYP)			
9. Awareness of How To Make a 'Referral'			
10. Overnight Stays			

1

# TAKING AND SHARING RESPONSIBILITY



As the Clubs Welfare Officer you should have the support of your committee in putting safeguards in place for all U18 activities that your club is involved in, this is not a task for you alone. You are responsible for helping all club officials to be clear about their safeguarding responsibilities so that you can work as a team.

Remember it's important that everyone is clear about who is responsible for each activity during both i) the planning and preparation phase and ii) also whilst it's actually happening. So whether it's a regular training session, a league match, participating in a tournament, social activities such as bowling or go-carting, going on tour (home or abroad) it's essential that safeguards are in place.

Whether you are directly involved in an activity or not, as the Club Welfare Officer you have a role in ensuring safeguards have been considered and are in place. It's not acceptable to assume that the person organising the event/activity e.g. the team coach or social secretary has covered all eventualities, if the event/activity is being organised by your club you need to be sure you have collectively covered your responsibilities. **Remember 'Safeguarding is everyone's responsibility' so sharing tasks and making sure members understand and accept allocated responsibilities, is essential.**

Appropriate insurance must be in place for the club, your coaches and at times for specific activities. All affiliated clubs

are required to have public liability insurance as a requirement of affiliation. It is also highly recommended that clubs take out personal accident insurance for players and where appropriate coaches; you can get more information on this from your County Football Association.

**NB** - It's important to remember that an U18 cannot be placed in sole charge of an activity or group of CYP. If you are using U18 coaches or Young Leaders it's important to identify the named adult who will be supervising and ensure they meet the staffing suitability criteria (see Section 5 for more information).

To manage potential questions and avoid complaints it's helpful to share your clubs Safeguarding Children Policy, Procedures and best practice guidance with parents/carers as well as club officials at the start of the season. Placing this information on your club website (assuming you have one) is always helpful. You might also provide information via a club 'Welcome Pack' for new members and their parents/carers.

You may also invite parent/carers and club officials to find out more via [www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding) or via your County FA website.

It's also helpful to acknowledge if club officials have completed The FAs Safeguarding Children Workshop; particularly if you make this a mandatory requirement for all your officials.

## 2

## PARENTAL/PERSONAL CONSENT AND KEY INFORMATION

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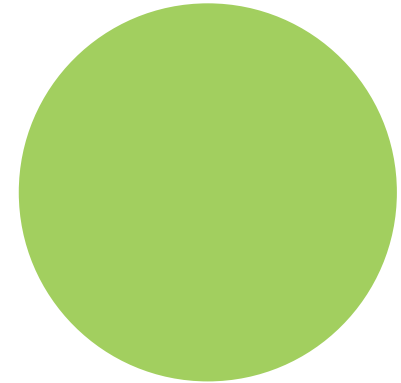
At the start of the season when players register with your club personal information should be collected. Further guidance can be found in the 'Annual Consent and Information Form' [click here](#) to view the form. Coaches need to have access to this information for practical reasons e.g. contact numbers, medical information but remember this information should be kept confidential and held securely.

Additional written consent will be needed for club run activities that differ from the regular weekly training sessions and matches e.g. participating in a tour, a trip go-carting. The variety of activities clubs get involved in means it's not possible to devise a single consent form but see Appendix 1 for the recommended 'Consent Form' content and an example consent form. Remember the activity should be clearly described, along with what that means for the CYP; e.g. detail the types of tasks/activities, clothing required, the duration, location and key point of contact. **A CYP must not be allowed to participate in an activity/event unless the appropriate consent and information has been obtained.**

A disabled child may have additional needs and parents and carers should be encouraged to help you meet the child's needs by providing relevant information. For more about including disabled children please [click here](#).

If the CYP are U16 then you must gain written parent/carer consent for them to be involved in the activity. CYP aged 16 and 17 may self-consent to participate in the activity; however you must collate the same level of information for this group as you would for U16s. You should also obtain consent in relating to any social media, photography or filming, if it is intended that the activity/programme will make use of this (see section 7).

If parents/carers are going to be present at all times during the activity then, if you are obtaining consent, you will not need to collate the same level of information as the parent/carer will be on hand and will retain a level of responsibility for their child; their consent to participation can be reasonably assumed.



## 3

## REGISTRATION AND RECORD KEEPING

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Best practice is to always have an attendance list whether it's for weekly training sessions or at matches. This ensures the club is aware who is actually present and means you'll have an accurate record of who came to training and who played in games.

Outside of regular training sessions and matches, even when you have confirmation of CYP attending a specific club activity, along with any appropriate consent forms, CYP must still be registered on the day. A simple 'name' register will do as you already have their emergency contact details, medical information and any specific additional needs.

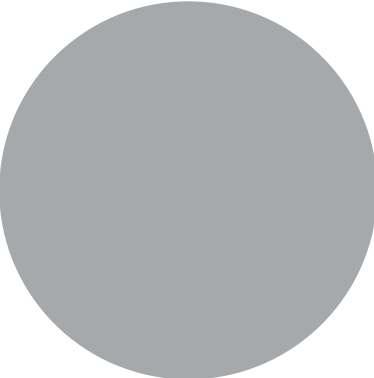
Please remember:

- Information about CYP should be kept safely and securely, but it still needs to be easy to access by those who need it. A common sense approach might be to make sure coaches always have information sheets in their kit bags but remind them not to leave it in their cars or where others might find it.
- Information about CYP must not be shared with a third party (someone other than the CYP or club). If you need to share information get explicit written consent for this after explaining why it needs to happen. For example, if your club is considering sponsorship don't simply agree to make contact information available to the sponsors without getting permission first.
- CYP information must not be kept for longer than is necessary; as a rule of thumb you can keep members' data for the current season and use it to invite them to register for the next season. Once a member leaves their data should be destroyed unless there is a specific need – for example you are resolving a complaint. If you would like further information about storing data please speak with your County FA Welfare Officer for advice.



4

# PHOTOGRAPHY, FILM AND THE MEDIA



We would strongly recommend you read, share and follow The FA guidance on photography and film in relation to diversity and safeguarding - please [click here](#) to access this guidance

To photograph or film anyone U16 involved in club activities you must have written parental/carer consent; CYP aged 16 and 17 may self-consent.

Remember consents can be easily requested at the start of the season when your players register as demonstrated by the 'Annual Information and Consent Form' [click here](#) to view this form. Players joining later in the season must of course be asked for written consent prior to any photography/film.

When seeking consent you need to identify what the film/ photograph will be used for, for example:

- [Printed club material e.g. newsletter or poster](#)
- [The club website, a club Facebook page or Twitter feed etc](#)
- [Club CD rom or DVD for training](#)
- [Within the local or national media](#)

**You must request written consent in advance of the photography/ filming for two critical reasons:**

i) to establish whether a CYP is subject to any family, care or legal proceedings (if they are, please seek further guidance from your

County FA Welfare Officer and ii) to ensure the club does not breach its data protection obligations.

Please see Appendix 2 for the recommended 'Template Letter' and to make use of the 'Annual Information and Consent Form' [click here](#).

You might be asked to provide photography/film consent for some of your players by a third party e.g. tournament organiser. It's critical that you make sure the consent you have got on your clubs records is used for exactly the purposes it was obtained and not assume it can be used for additional activities; such as images online within promotional material for a third party. It's perfectly ok to ask for consent for additional activities being organised by a third party but you must be clear about the purpose e.g. will it be used in publicity material, in a training film or online.

If you are using a professional photographer it's essential you clarify who will own the images and what the contracted photographer can or cannot do with those images. You will generally need to keep the photography/film/media consent for longer than other personal information (e.g. medical consent) and as such the request for photography consent should be contained on a separate consent form; please make use of the 'Annual Information and Consent Form' [click here](#) to access this form.

We'd recommend you share The FAs safeguarding best practice guidance on photography with parents/carers [click here](#) to access this guidance.

## 5

## CLUB VOLUNTEER SUITABILITY, RATIOS AND CRIMINAL RECORD CHECKS

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It's essential those working with CYP at your club are suitable to do so. Please refer to the 'Responsible Recruitment' guidelines **click here** and FA Criminal Record Checks; Guidance for Clubs **click here** for further advice. More support can be provided by your County FA Welfare Officer.

To become a Criminal Record Check (CRC) verifier with Online Disclosures, the service The FA uses to process CRCs, please email **FAChecks@TheFA.com** with your name and your club's details. Online Disclosures will then send you the relevant login details and CRC verifiers' Information to enable you to process CRCs online on behalf of your club. **For more details go to <https://www.onlinedisclosures.co.uk/already-using-online-disclosures/the-fa/> or <http://www.thefa.com/football-rules->**

### **governance/safeguarding/criminal-records-checks**

We'd recommend that everyone with a role with CYP complete The FA's Safeguarding Children Education programme and keep up to date by renewing every 3 years ( **Search 'Safeguarding' on your County FA web site or contact your County FA Welfare Officer for further information** ). All those involved in coaching are strongly encouraged to complete the Level 1 coaching qualification and consider progressing to the Level 2 award and other relevant courses e.g. Level 3, Coaching Disabled Footballers, The FA Youth Award etc. **Please contact your CFA for more information about coaching courses.**

We would advise coaches register with The FAs Licensed Coaches Association. If you request the coach's license number you will be able to quickly check online that their licence is up to date.

Adult/CYP ratios must be based on the age of the CYP involved, the degree of risk the activity involves, and whether there are any additional needs, for example those of a disabled child . The lower the age of the participants, the higher the ratio of staff should be. If the activity is mixed gender, male and female staff should ideally be available.

**Whatever the age of the CYP and type of activity, a minimum of two adults should always be present.** This ensures at least basic cover in the event of an incident. This includes weekly training sessions, matches and social events.

Remember - if you are using U18 coaches or Young Leaders it's important to identify the named adult who will be supervising and ensure they meet the staffing suitability criteria as outlined above.

As rule of thumb all activities/ programmes should generally have a minimum of 1 staff member to 16 CYP; this reflects typical numbers in a CYP squad (however, see Appendix 3 for the OFSTED recommended guidance on adult-to-child ratio for England and Wales). Where the children are aged 8 or younger you will require more staff and a minimum of two adults should always be present. If the CYP have additional needs e.g. learning needs or a disability the ratio should be higher than 1:16 to ensure you can meet the specific needs of any given group.

## 6

## FIRST AID

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Your club will need to have nominated first aiders who have appropriate qualifications. All club activities require some basic first aid planning, whether it's your regular weekend matches, a social event at the club or travelling abroad on tour.

All physical activities must have an appropriately qualified first aider on site.

Clubs should have an Emergency Action Plan as described in The FA's Emergency First Aid course. This includes finding out about and recording:

- Where the nearest public phone is in case of no mobile signal
- The post code of the venue in case an ambulance or emergency service is required
- Who the First Aider(s) are
- Where First Aid kit and facilities are
- Transport – public and private
- Hospitals and specifically the nearest casualty department
- CYP information and consent forms



## 7

## SOCIAL MEDIA AND COMMUNICATING WITH U18S

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CYP should ideally be asked to sign up to standards of behaviour that your club expects. This should clearly cover both online and offline behaviour. This can be addressed implicitly by the Respect Code of Conduct or added to; please see Appendix 4 for the recommended 'Template Commitment Statement'.

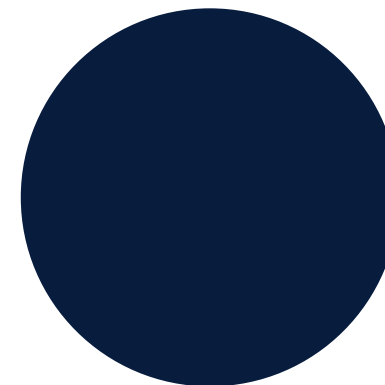
If you intend to set up a social media (e.g. Facebook) page for your club this must be clearly defined as a club page and not a personal member's page. All users must be 13 years of age or over and parental consent must be obtained for anyone U16. Those aged 16 and 17 should also give their personal consent (see Section 2). The fact that parental/carer consent must be obtained should also be stated on the page; reference can also be made on the page to the standards of behaviour CYP have signed up to.

**Someone within the club needs to be responsible for regular monitoring and management of the content hosted by all users.**

The club social media page should only be used for the purpose intended and any unacceptable behaviour should be managed via clearly communicated sanctions, which should include the removal of access to the page and further appropriate action if users don't adhere to this. For more advice on setting up social media and managing its ongoing use please [click here](#)

Please remember when your club wants to communicate its activities this should be to the CYP first and then reinforced by communicating with the parent/carer. Consent must be sought for the CYP to be involved in additional club activities that would not be considered as regular activity (see section 2)

For further FA guidance including a 'Dos and Don'ts' list for using text and emails, please [click here](#)



## 8

## EMPOWERING CYP AND SIGNPOSTING ADVICE AND GUIDANCE

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**The benefits of involving CYP in making decisions at your club that directly affect them should not be underestimated.** Whilst we don't recommend you hand over all decision making its genuinely important and helpful to listen to, and talk with, your players. Understanding their perspective can sometimes take a little more time but this is outweighed by the results. According to those clubs who have successfully set up youth forums and/or councils there are significant benefits.

*"As our young leaders have made such a difference to the club we've now set up a Youth Council. We are very lucky to have such a great group of leaders who are willing to go above and beyond to help all at the club. We hope they bring their ideas, likes, dislike and how they see the club moving forward, to the table. They are the future of our club and together we can ensure XXX FC maintains its great reputation, for being a club for all!"*

**Quote from a CWO**

*The XXX F.C Youth Council is run by the club's players and comprises of 15 players ranging from the Under 12's age group through to the Under 18's. The Youth Council meets every month and discusses a range of issues. Currently the Youth Council are working on two major club projects, one of which involves surveying all the teams in the club to gain feedback from the players across all the age groups to see if there is anything they want the Youth Council to try to change. The second is an in-club Respect campaign to try to encourage both home and visiting, players, coaches, spectators and officials to behave in an appropriate manner at football, whether it be at a training session or a game.*

**Quote from Youth Council Member**

*"Our Youth Council have tackled issues such as trying to improve the variety of the club's training equipment (involving several members doing a presentation to a local rotary club for £500 for equipment). We've also dealt with issues such as*

*smelly bibs! We also have responsibility for producing the club's bi-monthly newsletter, which is used as vital tool to communicate information to the club's parents and the local community".*

**Quote from Youth Council Member**

*"We have player feedback forms at the end of each season which asks players for feedback about likes, dislikes, concerns, best bits, worse bits, etc. of playing for our club. Each team also has 'player reps' which represent their individual team with issues, concerns, ideas to the committee at timely intervals throughout the year."*

**Quote from CWO**

We all know that if we feel part of something we are more willing to contribute – then it should come as no surprise that this is the same for CYP.

Without realising it some club officials can become distracted by their needs and the processes that have been in place for many years whilst helping run

youth football, rather than the actual needs of the CYP! This isn't intentional but it does happen more often than we perhaps sometimes want to recognise. For more guidance on how to set up a youth forum or council **simply contact your CFA.**

**Young Leaders;** The FA has a very successful Young Leaders programme that aims to encourage and support CYP to take on a variety of roles in football. Many choose to take FA coaching and referee qualifications but others have skills suited to developing club websites, artwork for club logos, helping to run fund raising activities, face painting or the fixture programme. Harnessing these skills and enthusiasm are of real benefit to clubs. In the long term these CYP can become the future administrators, organisers, fund raisers, coaches and officials for your club. For more information on The FAs Young Leaders programme **contact your CFA.**

Research has shown that CYP will seek advice and guidance from those they trust, they also make use of websites to source information confidentially as well as calling ChildLine. As such we would recommend somewhere in your club facilities, on your club website and via welcome packs for new players and Young Leaders you signpost the following organisations who offer facilities specifically for CYP:



[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



<https://ceop.police.uk/safety-centre/>



[www.kidscape.org.uk/](http://www.kidscape.org.uk/)

#### ChildLine

[www.childline.org.uk/](http://www.childline.org.uk/)

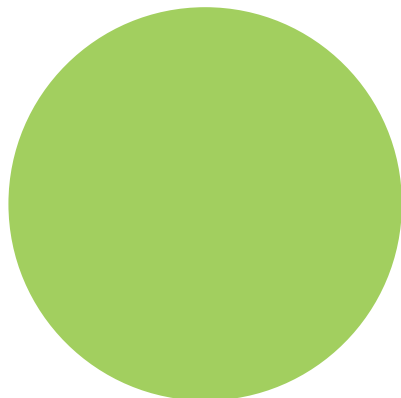
Call ChildLine free on 0800 1111

#### Anit Bullying Alliance

[www.anti-bullyingalliance.org.uk/](http://www.anti-bullyingalliance.org.uk/)

**Remember** - CYP under 16 who train as referees will be required to complete The FA's online 'Introduction to Safeguarding' course. This is also available for any young leader (under 16) to access to help them keep themselves and other CYP safe. Young leaders under 16 who are not training as coaches or referees can also take this course. To find out more about this course **please contact your CFA.**

Coaches over 16 can take the Safeguarding Children Workshop, to find out how to access this course **please contact your CFA.**





## AWARENESS OF HOW TO MAKE A 'REFERRAL'

As the Club Welfare Officer you should be familiar with The FAs Safeguarding Children Policy and Procedures and understand that a named 'designated person' must be in place for all activities involving CYP. We recognise that you can't be at all club activities and it would be unfair for your club to expect this. Where clubs have multiple youth teams we would encourage you to have more than one Welfare Officer; for more advice on how to recruit another welfare officer please speak with your County FA Welfare Officer.

Remember, every club coach by the nature of their role will automatically have responsibility for the welfare of their players; as such they become the 'designated person' during training and at matches. This is why it's critical all coaches are up to date with their safeguarding

training. Are yours? If you are not sure you can check this through the Online Safeguarding Service, if you are not sure about how to use this system then please ask your County FA Welfare Officer to help you.

We would strongly recommend that all club officials are clear as to how to make a referral; this can be achieved by all officials attending The FAs Safeguarding Children education programme. It's also essential that everyone in the club; that includes officials, members and parents/carers are clear as to who the welfare officer(s) is/are and how to contact them.

To find out more about The FAs Safeguarding Children Education programme [click here](#).

To access The FAs Safeguarding Referral Form please [click here](#); scroll to the bottom of the page and open the document hosted.

Affiliated Football Referral Form		County FA(s):	
Date of Referral: _____			
Participant details (this is the person you are referring to the FA)			
Participant name	Relationship to victim/s		
Address	Tel Number		
	Email		
Postcode	Role in football (in the past/present)		
Date of Birth	Club or organisation		
Gender	FA(s)		
	Ethnicity		
Referrer's details (please enter your details)			
Name of referrer	FAN number (if relevant)		
Address	Role / Organisation		
	Tel Number		
Postcode	Email		
	Relationship to participant		
Child or Vulnerable Adult's details (this includes any vulnerable adults who are at risk of harm)			
Details of alleged victim/s (age)		FAN (if relevant)	
i.e. 10 (age), 11 (years)		Gender	
Please provide full name, address, date of birth, date referred and any other relevant info		Ethnicity	
		Participant's contact details (telephone number, email, etc)	
		County FA	
Professional network (Please provide name, contact number and email. Kindly provide the advice received and contact date with agency)			
LACSO (name, number, contact number and email address)			
Social Services			
Police			
Other (e.g. NSPCC, Don't Speak to Strangers, etc)			
Date received by FA: _____ Case Accepted: Yes / No			

## 10

## OVERNIGHT STAYS [e.g. training camps, matches, tournaments]

There are critical issues requiring planning when arranging overnight stays and these are summarised here but please note, this is not an exhaustive list. We strongly recommend you use The FA best practice 'Travel and Trips' guidance for more detailed advice [click here](#). Further support can also be gained from your County FA Welfare Officer.

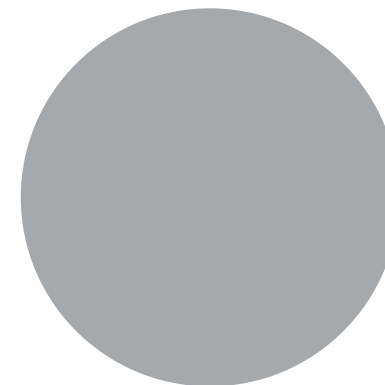
It's essential the club identifies the 'Event Leader'; they will have overall responsibility for the event and keeping the club committee informed about the ongoing preparations as appropriate. They must also decide the number of staff required and what their roles will be. The Event Leader is responsible for ensuring there is a welfare plan in place, those staffing the event are suitable to work with CYP (have an accepted in date FA CRC where appropriate) and offer the right balance of skills and experience for the event.

The following actions are required for effective planning for a safe and enjoyable event:

- Ensure the venue is fit for purpose; including appropriate health and safety checks and a pre-event visit, ensuring any access needs can be managed

- Clarify staff roles and responsibilities for the duration of the event and ensure everyone knows this (including parents/carers and CYP)
- Have a clear itinerary and provide daily briefings for staff and CYP
- Gain written consent for the CYP to attend
- Provide a pre-event briefing for parents/carers at which codes of conduct/event rules for the CYP are shared and signed up to
- Where possible CYP U13 should be able to share rooms, allocation of rooms must be same/similar age and same gender
- Remember staff cannot share rooms with CYP
- Ensure there is a communal area for the group; CYP should not be entering each other's rooms

**NB** – If you are organising a trip abroad you will need to seek further guidance from your County Welfare Officer.





**Appendix 1**  
**RECOMMENDED**  
**'CONSENT FORM'**  
**CONTENT**



**Appendix 5**  
**RECOMMENDED**  
**'TEMPLATE ACCIDENT**  
**/ INCIDENT FORM'**

**Appendix 2**  
**RECOMMENDED**  
**'TEMPLATE LETTER'**  
**AND 'PHOTOGRAPHY/**  
**FILM CONSENT FORM'**

**Appendix 3**  
**OFSTED ADULT-TO-**  
**CHILD RATIOS FOR**  
**ENGLAND AND WALES**



**Appendix 4**  
**RECOMMENDED**  
**'TEMPLATE**  
**COMMITMENT**  
**STATEMENT'**



## APPENDIX 1

# RECOMMENDED 'CONSENT FORM' CONTENT AND EXAMPLES OF CONSENT FORMS

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**NB** – Please remember there is already a consent form for photography/film see Appendix 2, you should keep this as a separate consent form should you need to get consent for the Club to make use of photography, film etc.

### Title:

Outline the club activity/event ensuring you specify:

- Its aim/purpose and what the CYP will actually be doing; e.g. is it physical e.g. go-karting or are they going to watch an England U21 international match
- Where it's happening [include directions]
- When it's happening and how frequently [include dates and times]
- Who is in charge of the event/activity on the dates you have detailed [include their contact details]
- If overnight stays are required and specifically how these will be managed [Refer to Section 10 for further guidance]

Ensure you request parents/carers advise you of any changes to contact details or medical information since they completed the clubs 'Annual Information and Consent Form'

If relevant, seek additional consent for taking photographs/filming [see section 2] and/or use of social media [see section 7]

Be clear about:

- Start and finish times and the need for parents/carers to collect their son/daughter on time; make it clear it's not your responsibility to transport CYP home on behalf of parents/carers who have been delayed.
- What the clubs expectations are for the CYP taking part; refer to the CYP Commitment Statement [Appendix 4] and if appropriate what you expect from the parent/carer.

APPENDIX 2

RECOMMENDED 'TEMPLATE LETTER' AND 'PHOTOGRAPHY/FILM CONSENT FORM'

Title:

This guidance explains why we need to ask you for your consent for any photographs of your child being used by [redacted]. After reading this, you should fill in and return the form attached to let us know your wishes.

We live in an age in which digital technology has vastly increased the use of photography, and there has been publicity surrounding concern about the risk of a child or young person being identified by a photograph in the local press or via social media.

[redacted] takes the view that the risk of a child being identified by a stranger is small and that, providing reasonable steps are in place in terms of appropriateness of the photography and to protect the full name and contact details of children, photography will be permitted.

[redacted] is mindful of the fact for some families; there may be reasons why a child's identification is a matter of particular anxiety. If you have special circumstances, either now or at any time in the future, that would affect or change your consent on this issue please contact [redacted].

You should discuss the matter of photographs with your child, and agree with them about the categories of consent. We invite you to use this form to explore their feelings about being photographed/filmed.

[redacted] will not use the personal details or full names (which means first name and surname) of any child or young person in a photographic image on film, website, or in club printed publications. If [redacted] uses

photographs of individuals, the name of that child or young person will not appear in the accompanying text or photo caption, unless we have your agreement.

Only images of children or young people who are suitably dressed will be used, to reduce the risk of such images being used inappropriately.

By signing this consent form you will be giving permission to [redacted] to use photographs and film of your child involved in football activities. These images may be used in any of the following ways;

- Printed [redacted] publications
- [redacted] website, a [add name of club here] Facebook page or Twitter feed etc (as appropriate)
- [redacted] video, CD rom or DVD for training or promotional purposes
- Within the local or national media

**If you wish to find out more about The FA's guidance on photography or other bestpractice issues please go to [www.TheFA.com/football-rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding)**

**Title:**  
**'Photography/Film Consent Form'**

**Child / Young Person (Complete below)**

I, _____ agree to my involvement in the above event being photographed or filmed.	
Signature	_____
Date	_____

**Parent / Carer (Complete below)**

I, _____ consent to _____ FA photographing or filming the involvement of _____ in the above event.	
I have read and understood the conditions of use provided by the club and will notify the club secretary if this child's circumstances change.	
I confirm that this child is not subject to family, care or legal proceedings.	
Signature	_____
Print Name	_____
Relationship to young person	_____
Date	_____

**Please return to:** \_\_\_\_\_ no later than \_\_\_\_\_

## APPENDIX 3

# OFSTED ADULT-TO-CHILD RATIOS FOR ENGLAND AND WALES

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For 0 to 2 years – one adult to every 3 children (1:3)

For 2 to 3 years – one adult to every 5 children (1:5)

For 3 to eight years – one adult to every eight children (1:8)

For over -8s – one adult to every 10 children (1:10)

“There should always be more than one adult for any group and at least one should be female. Helpers under 18 years old count as children and not adults in these ratios.

If you have a number of teenage helpers, you will need more adults not fewer”.

### Source

<http://www.scriptureunion.org.uk/Uploads/Documents/Ofsted%20requirements.pdf>

## APPENDIX 4

# RECOMMENDED 'TEMPLATE COMMITMENT STATEMENT'

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**Title:**

I have read and agree to be guided by the information provided by taking part in/accessing

about . I recognise and accept that when I am expected to behave appropriately demonstrating the following attributes:

- Respect for all
- Fairness and inclusion
- Team working
- Effective time keeping
- Willingness to listen and learn
- Commitment

I commit to:

- Asking for help where I need it
- Being punctual and organised
- Listening to advice
- Being equitable and fair
- Referring on any concerns I may have about someone's behaviour towards me or any other person

I confirm I am aged 16 years or above. Yes  No

I confirm I have attended The FAs Safeguarding Children Learning Programme within the last 3 years. Yes  No

I recognise the need to be professional in my approach to [Enter name of club activity here] and agree to adhere to this 'Commitment Statement'. I understand that my failure to do so could result in my removal from my placement and/or removal from [Enter name of club activity here].

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 5****RECOMMENDED 'TEMPLATE ACCIDENT / INCIDENT FORM'**

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**FA TEMPLATE ACCIDENT / INCIDENT FORM**Coach in Attendance:  

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**INJURED PARTY**Name:  

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DOB:  

---

School/club:  

---

Home address:  

---

**ACCIDENT DETAILS**Form completed by:  

---

Exact location:  

---

Time:  

---

Time reported:  

---

Reported by who:  

---

<b>Nature of Injury:</b>	<b>How accident happened</b> (describe what activity was taking place, for example training/ game/getting changed):
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**Name and contact details of witnesses:**

<b>First Aid Involved?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Were the following contacted:</b>	<b>Police</b> <input type="checkbox"/>	<b>Ambulance</b> <input type="checkbox"/>
<b>Parents Informed?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>By whom?</b>		
<b>When?</b>		

### TEMPLATE ACCIDENT / INCIDENT FORM

<b>Referred to Designated Person?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Designated Person's signature</b>	<b>Date:</b>	

**Any further action to be taken?** Yes  No

<b>Print name</b>	<b>Position</b>
I confirm all of the above facts are a true record of the accident/incident.	
Signed:	Date:
Name:	



