

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

## PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	Hallam FC
League	Northern Premier League East Division
County FA	Sheffield & Hallamshire
Approx. No. of U18 players playing open-age football:	0
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	x	
Adults at risk	x	
Social media use		x
Use of photograph and filming		x
Anti-bullying	x	
Code of Conduct, including acceptable behaviour	x	
Equality, diversity, and inclusion	x	
Managing challenging behaviour	x	
Matchday safeguarding plan	x	
Data/Information sharing	x	
Complaints	x	

CLUB WELFARE OFFICER (ADULT TEAMS)	
Name:	Ian Jones
Email:	ian.jones93@outlook.com
Phone:	07849067364

CLUB BOARD SAFEGUARDING CHAMPION	
Name:	Katie Ellis
Email:	contact@katieellisediting.com
Phone:	07795074108

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## 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	<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. Everyone to be briefed on policies and copies provided at pre-season meeting/enrolment.</li> <li>The Safeguarding Policy is public facing on the club website.</li> </ul>	Club welfare officer and Club board safeguarding champion	MEDIUM	All policies and procedures to be reviewed on a rolling 12 months from being brought in.
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	<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.</li> <li>Safeguarding is a standing item at board meetings and appears in relevant club strategy and business plans.</li> </ul>	Club welfare officer and Club board safeguarding champion	LOW	Safeguarding to be reviewed at all committee meetings throughout the year
Visibility of the named safeguarding persons	Without visibility of the Club Welfare Officer people may not know who to contact in the case of a safeguarding concern.	HIGH	<ul style="list-style-type: none"> <li>The Club Welfare Officer's 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, new volunteers take place. These include an outline of the Club Welfare Officer role and details of how they can be contacted.</li> </ul>	Club welfare officer, safeguarding champion and volunteer lead on matchdays/events	LOW	Feedback from supporters throughout the season and a review at either the end of the season or prior to the next

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			<ul style="list-style-type: none"> <li>Club Welfare Officer is accessible and is active within the club to ensure safeguarding has high visibility.</li> <li>Introduction of lanyards/name badges on matchdays and events to increase visibility to users/supporters</li> </ul>			
Codes of conduct	Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged.  Poor safeguarding culture becomes normalised.	HIGH	<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>	Welfare officer, safeguarding champion and the full club committee	LOW	All policies and procedures to be reviewed on a rolling 12 months from being brought in.
2. OPERATIONAL RISKS						
Medical (Consent / information sharing)	Lack of awareness of an individual's medical needs may result in these not being met.	MEDIUM	<ul style="list-style-type: none"> <li>Medical information is gathered when the player is registered and reviewed annually, should they remain</li> <li>Medical information sharing follows the club data protection policy and is only used by the club's advanced medical practitioner</li> </ul>	Manager, secretary and advanced medical practitioner	LOW	Beginning of every season – Carried out by manager and advanced medical practitioner.
Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.	MEDIUM	<ul style="list-style-type: none"> <li>Additional needs information is gathered through player registration form or induction meeting.</li> <li>Additional needs information shared with those who need to know / are working directly with the player such as management team and our advanced medical practitioner</li> </ul>	Manager, secretary and advanced medical practitioner	LOW	Beginning of every season – Carried out by manager and advanced medical practitioner.
Communications	Risk of unwanted or inappropriate contact.  Risk exposure to inappropriate content.	MEDIUM	<ul style="list-style-type: none"> <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 reminded about how to raise a concern.</li> </ul>	Manager and club welfare officer	LOW	Club welfare officer to have a number of meetings with manager throughout the season to make sure there is no issues

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Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants	HIGH	<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 and volunteers 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. Everyone to be briefed on policies and copies provided at pre-season meeting/enrolment.</li> <li>When engaging volunteers who are U18 consideration is given to the fact they are legally children.</li> </ul>	Club welfare officer and safeguarding champion	MEDIUM	<p>Club welfare officer and safeguarding champion to go through induction process at the start of every pre-season for both returning and new volunteers to ensure that all are up to speed on rules or potential changes.</p> <p>Ensure that all DBS information is secure and checked to ensure that the club is compliant and all DBS' are in date.</p>
Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.	MEDIUM	<ul style="list-style-type: none"> <li>A match day plan includes consideration to safeguarding.</li> <li>Match day briefings to take place pre kick off with volunteers to ensure everyone is aware of who is present in the ground.</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>	Club welfare officer and safeguarding champion	LOW	<p>Regular meetings between club welfare officer and safeguarding champion to review recent events.</p> <p>Report to committee if necessary</p>
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	MEDIUM	<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</li> <li>Staff / volunteer responsibilities. <ul style="list-style-type: none"> <li>- Safer working procedures</li> <li>- Process by which to raise a safeguarding concern.</li> </ul> </li> </ul>	Club welfare officer and safeguarding champion	LOW	Regular meetings between club welfare officer and safeguarding champion to review recent events.

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						Report to committee if necessary
<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.	MEDIUM	<ul style="list-style-type: none"> <li>All staff, volunteers to complete FA safeguarding training relevant and required by their role.</li> <li>Renewal dates for safeguarding courses for all staff and volunteers are monitored to ensure recertification is completed in a timely manner.</li> <li>Through meeting and briefings at preseason and midseason meetings, all staff / volunteers remain updated with relevant safeguarding information as and when required.</li> <li>All staff / volunteers aware of NSPCC and FA Whistleblowing details.</li> </ul>	Club welfare officer and safeguarding champion	LOW	<p>Ensure data is collated to confirm staff and volunteers have completed relevant safeguarding training whilst inkeeping with GDPR law.</p> <p>Retain staff where necessary, lead by welfare officer and safeguarding champion</p>
Safeguarding education (Players)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns.	MEDIUM	<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>All staff / volunteers aware of NSPCC and FA Whistleblowing details.</li> </ul>	Club welfare officer and manager	LOW	<p>Ensure data is collated to confirm staff and volunteers have completed relevant safeguarding training whilst inkeeping with GDPR law.</p> <p>Retain staff where necessary, lead by welfare officer and manager</p>
<b>4. MANAGING ALLEGATIONS AND CONCERNS</b>						
Making a referral or raising a concern (Awareness club)	Lack of understanding about how or when to refer could result in a delay in referring or non-referral.	MEDIUM	<ul style="list-style-type: none"> <li>Staff and volunteers follow the Safeguarding Policy regarding referring and managing an allegation or concern.</li> </ul>	Club welfare officer and safeguarding champion		Ensure that steps are repeated with new or returning staff at every pre-season.

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wide, including U18 players)			<ul style="list-style-type: none"> <li>Club ensures all staff / volunteers are briefed and aware of their safeguarding duty at pre-season meeting/enrolment.</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> <li>Club ensures that all players have information pertaining to 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.	MEDIUM	<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>	Club welfare officer, safeguarding champion, internal IT manager	LOW	The methods of which records are stored to checked annually to ensure compliance. To be led by internal IT manager alongside welfare officers.
<b>5. WORKING TOGETHER</b>						
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.	MEDIUM	<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 point of contact with whom they can raise concerns.</li> <li>Ensuring appropriate transport is in place should the player not drive.</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> </ul>	Club welfare officer and manager	LOW	Club welfare officer to review each U18 loan signing on a case by case basis to ensure that all appropriate steps are followed.  Manager to help on matchdays with the logistics of getting changed etc.

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			<ul style="list-style-type: none"> <li>• Player and parent are informed throughout process and consent is given.</li> <li>• Ensure a private changing area is provided for the player and that he is not in the main changing room when open age players are getting changed, using showers etc.</li> </ul>			
6. OTHER CONSIDERATIONS						
N/A	N/A	N/A	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	N/A	N/A	N/A

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## PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

### MEAP - MATCHDAY STADIUM

CLUB NAME:	Hallam FC
CLUB ADDRESS:	Sandygate Stadium, Sandygate Road, Sheffield
POSTCODE:	S10 5SE

FIRST-AIDER / MEDICAL INFORMATION	
Name:	Mobile Number
Harry Oldroyd – Advanced Medical Practitioner (Matchdays & Training)	07749010683
Ian Jones – First Aider	07849067364
Natalie Martin – First Aider (Bar and Events)	07515748966

ACCESS ROUTES	
1. For Ambulance	Car park or Dransfield road rear entrance
2. First-Aid Room to Ambulance	Dransfield road entrance, into back carpark and into changing rooms via player entrance
3. Pitch to Ambulance	Through emergency gates on Sandygate Road

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	Outside the entrance to the ground, one behind bar, and another in home dugout during matchdays
First-Aid kit	Behind the bar
Stretcher (if required and trained stretcher bearers present)	Physio room, within the changing room facility with door clearly labelled
First-Aid Room	Same as above – Physio room, within the changing room facility with door clearly labelled

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	<p>Northern General Hospital Herries Road Sheffield S5 7AU 01142434343</p>
Directions to hospital:	<ul style="list-style-type: none"> <li>Head east on Sandygate Road toward Manchester Road (A621).</li> <li>At the junction with Manchester Road (A621), turn left and continue toward the city centre.</li> <li>Follow signs for A61 / City Centre and join A61 heading north toward Fir Vale/Grimesthorpe.</li> <li>Continue on the A61 until you reach outer routes such as A6135 / Barnsley Road (north of the centre).</li> <li>Take A6135 Barnsley Road north out of the city centre area.</li> </ul>

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	<ul style="list-style-type: none"><li>After passing Norwood and Fir Vale, <b>turn left</b> onto <i>Herries Road (A6102)</i> — there will be signs for <b>Northern General Hospital</b>.</li><li>Follow <i>Herries Road</i> a short distance and you'll see the <b>main entrance to Northern General Hospital</b> on your right.</li></ul>
Journey Time:	17 minutes
Nearest Walk-in Centre (WIA) address:	Sheffield City NHS Walk-In Centre 75 Broad Lane Sheffield S1 3PB

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## MEAP – TRAINING GROUND (WHERE DIFFERENT)

CLUB NAME:	SWFCCP Community Facility
CLUB ADDRESS:	Claywheels Lane, Sheffield
POSTCODE:	S6 1LZ

FIRST-AIDER / MEDICAL INFORMATION	
Name:	Mobile Number
Harry Oldroyd – Advanced Medical Practitioner (Matchdays & Training)	07749010683
Ian Jones – First Aider	07849067364

ACCESS ROUTES	
1. For Ambulance	Turn into the facility off Clay Wheels Lane and proceed up the driveway to the main building as signposted.
2. First-Aid Room to Ambulance	N/A
3. Pitch to Ambulance	Through emergency gates which are situated in the nearest corner of the pitch from the driveway and will be open by facility staff and will ensure this is seen by emergency services

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	On the external wall of the main building within the facility and a second defib which can be found in the main car park area
First-Aid kit	Within staff area of the facility
Stretcher (if required and trained stretcher bearers present)	Within staff area of the facility
First-Aid Room	N/A

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	<p>Northern General Hospital Herries Road Sheffield S5 7AU 01142434343</p>
Directions to hospital:	<ul style="list-style-type: none"> <li><b>Start on Clay Wheels Lane</b> heading toward Penistone Road (A61).</li> <li><b>Turn right onto Penistone Road (A61)</b> and follow signs toward Sheffield city centre.</li> <li>Stay on the <b>A61 northbound</b> through Hillsborough and past the city centre.</li> <li>At the junction with <b>Barnsley Road / A6135</b> near Fir Vale, <b>continue straight onto Barnsley Road (A6135)</b> heading out of the city centre.</li> <li>At the Fir Vale traffic lights, turn left onto Herries Road (A6102) — follow signs for Northern General Hospital.</li> </ul>

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	<ul style="list-style-type: none"><li>Continue on <b>Herries Road</b> for about half a mile; the <b>Northern General Hospital</b> entrance will be on your right.</li></ul>
Journey Time:	20 minutes
Nearest Walk-in Centre (WIA) address:	Sheffield City NHS Walk-In Centre 75 Broad Lane Sheffield S1 3PB

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## PART D: SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	Ian Jones
Club/League role:	Hallam FC – Secretary & Club Welfare Officer
Signature:	I.Jones
Date:	03/02/2026

Name:	
Club/League role:	
Signature:	
Date:	

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Katie Ellis
Club/League role:	Hallam FC – Safeguarding Champion
Signature:	K.Ellis
Date:	03/02/2026

## RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
John Wiseman	Hallam FC – Website & IT Manager	03/02/2026	Ian Jones

### 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.