

Safeguarding Policy – Risk Assessment

For workers and coaches: Clearly defined ways to report concerns please follow the process.

Reporting: if I have a concern, how do I report it?

Firstly, if you are worried about a child, it is vital you report your concerns – no action is not an option.

There are four ways to report a concern:

1. To your Soccer School Designated Safeguarding Officer – please find out from your soccer school's secretariat who he/she is.
2. To your National Arsenal Soccer Schools Safeguarding Manager, **George Tolia**s: 0030 2109944784 – 0030 6985883832 – gto@arsenalfootball.gr
3. If **urgent** and you cannot contact your Soccer School's Safeguarding Officer or your National Safeguarding Manager you should call for:

Greece: **The Greek Ombudsman for children – Children help line:** 800.11.32000

Cyprus: **The Commissioner for Children's Rights:** 22.873.200

4. If it is an **emergency** because a child or children are at immediate risk, then call the Police or Children's Social Care in your area. You can find their phone numbers in your soccer school's secretariat.

Case-handling: after I've reported a concern, then what happens?

If reported to your soccer school, Designated Safeguarding Officer, he/she will make an assessment based on its training.

It will then move into the National Arsenal Soccer Schools Safeguarding Manager.

Safeguarding strategy: case-handling.



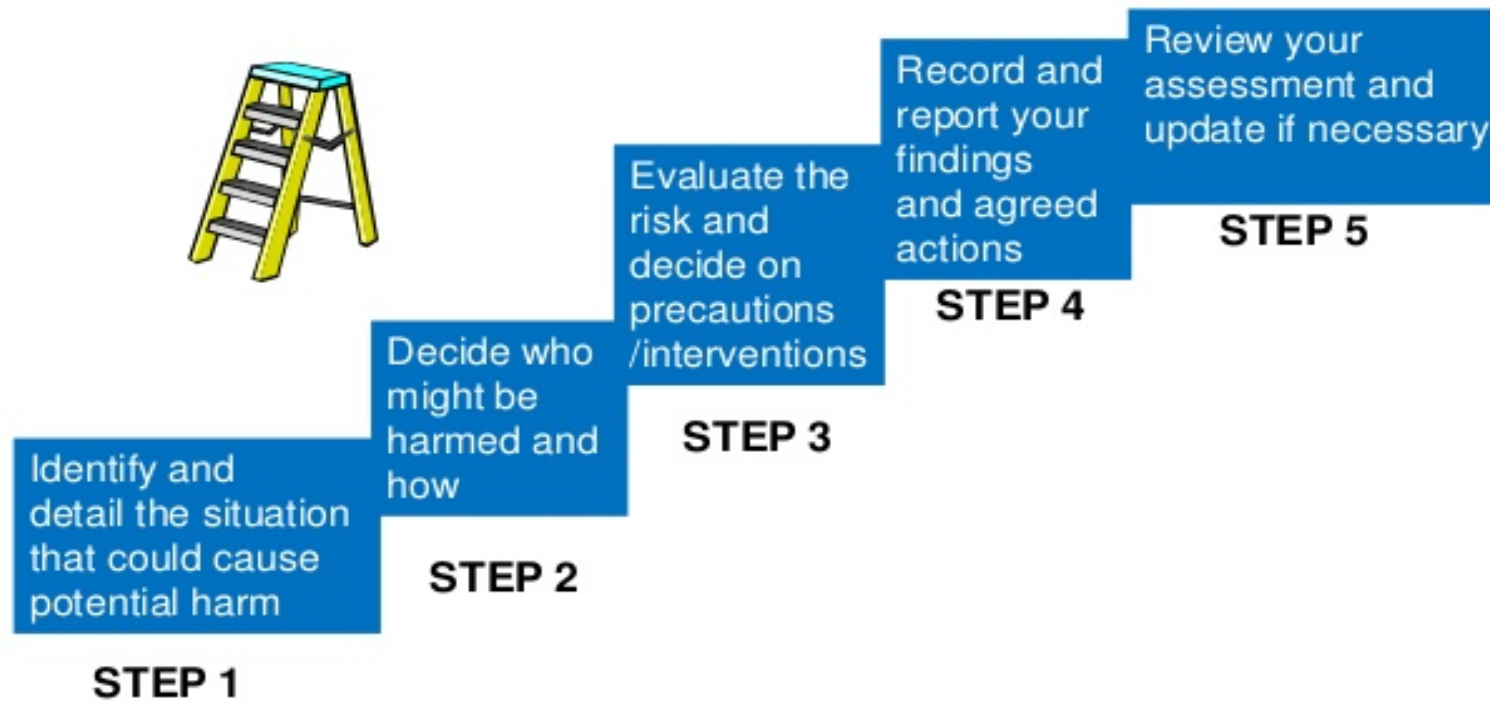
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The Five Steps to a Safeguarding Risk Assessment





The assessment will classify the case as:

- High and immediate-risk
- Medium-risk
- Lower-risk or poor practice

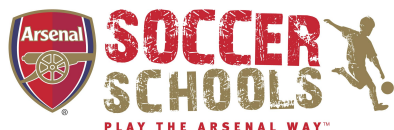
If high and immediate-risk – the statutory authorities will be informed and within 24 hours a standard referral form outlining the case will be sent to The National Safeguarding Manager.

If medium-risk – a referral form will be sent to The National Safeguarding Manager within 24 hours and handled on a case-by-case basis. This means it may be referred to the statutory authorities or Children’s Social Care in your area.

If lower-risk – sometimes this is poor practice, then it will be handled by The National Safeguarding Manager.

Thereafter, just as in a legal case, there are various risk management actions which can be taken by The FA The National Safeguarding Manager.

These include education, mentoring, supervision and, where appropriate, suspensions.



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Table 1 & 2

In this table, it is important to distinguish what was actually seen, heard and witnessed, from what is third party information or assumed to have happened. It will be important to consider:

What happened, to Whom, When, Where and by Whom.

In Terms of Contact Details for a witness, agreement would need to have been reached that this person is agreeable to being approached if necessary for any further information to aid any investigation. This would normally be the expectation of any statutory investigation agency who would make a commitment to treat their details confidentially.

Action Taken

In respect of completing this box, then please include under Action Taken, all the action(s) that you or another person has undertaken in order to try to resolve the concern or incident.

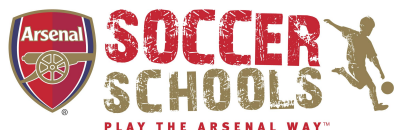
In respect of the External Agencies Contacted, please explain their response if it was felt necessary to have contacted them prior to this form being completed – also their appropriate details and contact person will be needed.

- If there is more than one victim, their details should be recorded in additional information form.

Table 3

Only to be completed by **the Designated Safeguarding Officer or The National Safeguarding Manager**.

They will include in this table, the actions or decisions that have been proposed and agreed and a completed version of this section of the case.



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Risk Assessment Template

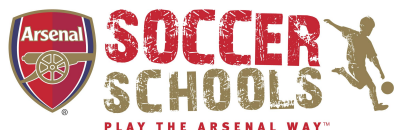


Arsenal Soccer School (name):

Arsenal Soccer Schools Activities Risk Assessment:

- The Risk Assessment below relates to the planned Arsenal Soccer School activities only.
- The Sport Center Director and owner are responsible for Risk Assessments relating to the facilities (building – fields etc.) and general procedures which affect those inside it, including fire or earthquake evacuation policy and first-aid/accident reporting.

Date	Hour	Potential hazards	Who is at risk	Control Preventative measures	Responsibility (Full name – job)



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Child Protection Information Form

Completed by: Position:

Referral for Direct Involvement

For Consultation & Advice

For Information Only

Case Name: (Accused Person) Position Held: Date of Birth:

Relationship: Gender: Male Female
(To alleged victim)

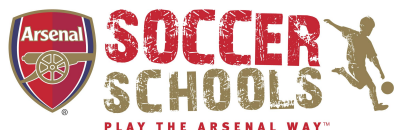
Address: Phone No:

Name of Alleged Victim/Young person Concerned: Gender: Male Female
(If more than one, use Additional Information Form)

Date of Birth:..... Role/Position: Any Disabilities:.....

Contact: (Name and address of parent/career) Telephone No:

For Designated Safeguarding Officer use only: Date received by :..... Case Category:



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For Completion by Designated Safeguarding Officer

Or

The National Safeguarding Manager

Case Name:

Initial Action Recommended or Taken:

Timeframes Agreed/Proposed:

Additional Comments:

Action Taken:

Prime Concern:

	Sexual	Physical	Emotional	Neglect	Bullying
Actual:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: **Date:**

Print Name:



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