

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

PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	GUISBOROUGH TOWN
League	NORTHERN PREMIER LEAGUE (EAST)
County FA	NORTH RIDING FA
Approx. No. of U18 players playing open-age football:	10
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	370
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	/	
Adults at risk		/
Social media use	/	
Use of photograph and filming		/
Anti-bullying	/	
Code of Conduct, including acceptable behaviour	/	
Equality, diversity, and inclusion	/	
Managing challenging behaviour		/
Matchday safeguarding plan		/
Data/Information sharing		/
Complaints	/	

CLUB WELFARE OFFICER (ADULT TEAMS)

Name:	CHRIS WOOD
Email:	CHRIS.WOOD@GUISBOROUGHTOWN.CO.UK
Phone:	07939928438

CLUB BOARD SAFEGUARDING CHAMPION

Name:	DAN CLARK
Email:	DAN.CLARK@GUISBOROUGHTOWN.CO.UK
Phone:	07961 819168

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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.	MEDIUM	- A club Safeguarding Policy exists, but requires annual review at Board level - The updated Safeguarding Policy needs to be widely shared with staff, volunteers, and players – including at induction to the club and be public facing on the club website.	CHRIS WOOD	LOW	DAN CLARK
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.	LOW	- 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.	CHRIS WOOD	LOW	DAN CLARK
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 need to be made available via the club website. - FA provided safeguarding posters for steps 1-4, are displayed in prominent places around the club. - Club Welfare Officer (Adult Teams) is accessible and is active within the club to ensure safeguarding has high visibility. - Create a "Welcome Pack" induction to be shared across the Club which includes key safeguarding information	CHRIS WOOD	LOW	DAN CLARK

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Codes of conduct	Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged. Poor safeguarding culture becomes normalised.	MEDIUM	- Codes of Conduct are in place but require annual review at Board Level - Codes of Conduct are shared and agreed to annually with all staff / volunteers / players. - To be included in “Welcome Pack” and continue to display on website - Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches.	CHRIS WOOD	LOW	DAN CLARK
Policy and Procedures	Policies don't exist for: - Adults at risk - Use of photograph and filming - Managing challenging behaviour - Matchday safeguarding plan - Data/Information sharing Therefore procedures are not in place to appropriately manage these areas.	HIGH	- Listed policies to be created and shared on Club website, as well as distributed to Club members and volunteers - Policies to be reviewed annually	CHRIS WOOD	LOW	DAN CLARK
2. OPERATIONAL RISKS						
Consent (Participation)	Parents / carers unaware of their child's involvement.	LOW	Appropriate consent forms are obtained from the U18 player / and their parent / carer in line with FA Safeguarding Guidance Note 8.2.	CHRIS WOOD	LOW	DAN CLARK
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.	MEDIUM	- Appropriate consent forms obtained from the U18 player / and their parent / carer in line with FA Safeguarding Guidance Note 8.3. - Club displays clear notices on entry to the ground explaining that photography and videography takes place	CHRIS WOOD	LOW	DAN CLARK
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	CHRIS WOOD	LOW	DAN CLARK

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			- Club to introduce Club Registration form to gather relevant information from Men's First Team players - Medical information is gathered when enrolling on TeamFeePay Subscriptions for Juniors, Women's and Reserves - 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.	LOW	- Medical Emergency Action Plan is in place and adhered to. - MEAP needs to be shared with members - All events, training and matches have an appropriately trained person responsible for the delivery of first aid. - Medical staff are all required to complete DBS check and Player Welfare course, in addition to proving relevant medical qualifications - Medical care is provided in line with FA Safeguarding Guidance Note 5.10 and league requirements.	CHRIS WOOD	LOW	DAN CLARK
Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.	MEDIUM	- Club to introduce Club Registration form to gather relevant information from Men's First Team players - Additional needs information is gathered when enrolling on TeamFeePay Subscriptions for Juniors, Women's and Reserves - Additional needs information shared with those who need to know / are working directly with the player.	CHRIS WOOD	LOW	DAN CLARK
Communications	Risk of unwanted or inappropriate contact. Risk exposure to inappropriate content.	LOW	- 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	CHRIS WOOD	LOW	DAN CLARK

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			players about their expectations and conduct in relation to this. - 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 must create all relevant policies and review existing policies - Review all policies annually and share	CHRIS WOOD	LOW	DAN CLARK
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 must create all relevant policies and review existing policies - Review all policies annually and share	CHRIS WOOD	LOW	DAN CLARK

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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.	MEDIUM	- 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. - Mobile phone ban in operation before and after the game whilst changing clothes takes place.	CHRIS WOOD	LOW	DAN CLARK
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.	CHRIS WOOD	LOW	DAN CLARK

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Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.	LOW	- A match day plan needs creating that includes consideration to safeguarding: - Lost children protocol - Injury/illness - 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. - Key Club Personnel have radio communication throughout the time Club is open on matchdays	CHRIS WOOD	LOW	DAN CLARK
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	MEDIUM	- A match day plan needs creating that includes 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): - 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 when advertising the match, along with expected behaviour. - Key Club Personnel have radio communication throughout the time Club is open on matchdays	CHRIS WOOD	LOW	DAN CLARK
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.	LOW	- 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.	CHRIS WOOD	LOW	DAN CLARK

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			- 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.			
Safeguarding education (Staff and volunteers)	Lack of safeguarding knowledge may mean players are not able to identify and respond to safeguarding concerns.	LOW	- 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.	CHRIS WOOD	LOW	DAN CLARK
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 and Welcome Pack to be created - Parents / carers encouraged to complete The FA Safeguarding Awareness for Parents & Carers course	CHRIS WOOD	LOW	DAN CLARK
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 to be made 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.	CHRIS WOOD	LOW	DAN CLARK

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			Club ensures that NSPCC and FA Whistleblowing contact details are known and shared throughout the club.			
Confidential Information (Safeguarding records)	Confidential safeguarding information is not stored correctly and may be accessed.	LOW	- Club has systems in place to ensure that safeguarding records are stored in a secure manner, under password protected spreadsheet. - Information is shared only with those who are required to know.	CHRIS WOOD	LOW	DAN CLARK
5. WORKING TOGETHER						
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.	LOW	- 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. - CWO (Adult Teams) is Junior Chair/Secretary, which ensures collaboration when progressing	CHRIS WOOD	LOW	DAN CLARK
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	- 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. - Player and parent are informed throughout process and consent is given.	CHRIS WOOD	LOW	DAN CLARK

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			- Same process is followed for a Youth Loan as would be when an U18 joins the Club - Player, parent/carer and parent club to be given Welcome Pack on arrival			
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	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.	CHRIS WOOD	LOW	DAN CLARK
Facility Hire from external teams/clubs/providers	Where external providers hire facilities, they may not have robust safeguarding policies in place Concerns may go unreported Club/FA standards may not be met	HIGH	- Service Level Agreements to exist between the Club and the external provider hiring the facility, identifying a lead contact - Suitable Safeguarding policies from the Group hiring, are to be provided to the Club - Welcome pack and Club policies to be provided to the lead booker	CHRIS WOOD	MEDIUM	DAN CLARK
6. OTHER CONSIDERATIONS						

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PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

MEAP - MATCHDAY STADIUM

CLUB NAME:	GUISBOROUGH TOWN FOOTBALL CLUB
CLUB ADDRESS:	HOWLBECK ROAD, GUISBOROUGH
POSTCODE:	TS14 6LE

FIRST-AIDER / MEDICAL INFORMATION	
Name:	Mobile Number
Chris Wood	07939928438
Andy Thomas	07949 592652

ACCESS ROUTES	
1. For Ambulance	Howlbeck Road to TS14 6LE. In through Black Main Double gates that is unrestricted
2. First-Aid Room to Ambulance	Immediate left through double main gates and changing rooms in brick building
3. Pitch to Ambulance	Double Gates onto the Pitch directly on from Main Double Gates

FIRST-AID EQUIPMENT AND FACILITIES	
Item	Location
Defibrillator	Bar and External Wall of Turnstile (public facing)
First-Aid kit	Kitchen, Changing Rooms and Bar
Stretcher (if required and trained stretcher bearers present)	Changing Rooms
First-Aid Room	Changing Rooms

OTHER INFORMATION			
Item	Location		
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	James Cook University Hospital Marton Rd, Middlesbrough, TS4 3BW 01642 850850		
Directions to hospital:	Start: King George V Ground, Howlbeck Rd, Guisborough TS14 6LE, UK 0.0 Head south-east towards Howlbeck Rd 0.0 Turn right onto Howlbeck Rd 0.2 Turn right onto Park Ln 0.4 Turn right onto Middlesbrough Rd 0.8 At the roundabout, take the 1st exit onto Middlesbrough Rd/A171 1.7 At the roundabout, take the 2nd exit and stay on Middlesbrough Rd/A171 4.3 At Swans Corner Roundabout, take the 3rd exit onto Ormesby Bank/A171. Continue to follow A171 5.7 At the roundabout, take the 1st exit onto High St/B1380. Continue to follow B1380 7.1 Turn right onto Marton Rd/A172 7.8 Turn right 7.9 Slight right 7.9 At the roundabout, take the 1st exit 8.0 Turn left 8.1 Arrive: The James Cook University Hospital Residences, Marton Road, Middlesbrough, UK		
Journey Time:	19 mins 55 s	Nearest Walk-in Centre (WIA) address:	Redcar Primary Care Hospital, West Dyke Road, Redcar, TS10 4NW

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MEAP – TRAINING GROUND (WHERE DIFFERENT)

CLUB NAME:	GUISBOROUGH TOWN FOOTBALL CLUB
CLUB ADDRESS:	LAURENCE JACKSON SPORTS VILLAGE, CHURCH LANE, GUISBOROUGH
POSTCODE:	TS14 6RD

FIRST-AIDER / MEDICAL INFORMATION	
Name:	Mobile Number
Chris Wood	07939928438

ACCESS ROUTES	
1. For Ambulance	Path drivable to Green double doors, to 3G or to grass pitches
2. First-Aid Room to Ambulance	Through Double green doors
3. Pitch to Ambulance	Around cafeteria to 3G. Corner of car park to grass pitches in South West corner

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	SPORTS CENTRE RECEPTION
First-Aid kit	SPORTS CENTRE RECEPTION & WITH PHYSIO
Stretcher (if required and trained stretcher bearers present)	SPORTS CENTRE RECEPTION
First-Aid Room	SPORTS CENTRE RECEPTION

OTHER INFORMATION			
Item	Location		
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	James Cook University Hospital Marton Rd, Middlesbrough, TS4 3BW 01642 850850		
Directions to hospital:	Start: Church Ln, Guisborough TS14 6RD, UK 0.0 Head south-west 0.0 Turn right 0.1 Turn right onto Church Ln 0.3 At the roundabout, take the 1st exit onto A171 2.7 At the roundabout, take the 2nd exit onto Middlesbrough Rd/A171 5.2 At Swans Corner Roundabout, take the 3rd exit onto Ormesby Bank/A171 Continue to follow A171 6.6 At the roundabout, take the 1st exit onto High St/B1380 Continue to follow B1380 8.1 Turn right onto Marton Rd/A172 8.8 Turn right 8.8 Slight right 8.9 At the roundabout, take the 1st exit 9.0 Turn left 9.0 Arrive: The James Cook University Hospital Residences, Marton Road, Middlesbrough, UK		
Journey Time:	20 mins 59 s	Nearest Walk-in Centre (WIA) address:	Redcar Primary Care Hospital, West Dyke Road, Redcar, TS10 4NW

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PART D: SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	Chris Wood
Club/League role:	Club Welfare Officer (Adult)
Signature:	C.A.Wood
Date:	28.7.26

Name:	Laura Whitaker
Club/League role:	Club Welfare Officer (Juniors)
Signature:	L.Whittaker
Date:	28.7.26

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Dan Clark
Club/League role:	Board Safeguarding Champion
Signature:	D.Clark
Date:	28.7.26

RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
Board Members	Guisborough Town Football Club	31.7.26	C Wood
Operations Manager	Laurence Jackson Sports Village	31.7.26	C Wood
1-4docs@thefa.com	The FA	28.7.26	C Wood
Coaches (Junior & Open Aged)	Guisborough Town Football Club	31.7.26	C Wood
Club Volunteers including Matchday	Guisborough Town Football Club	31.7.26	C Wood
Open Aged Players (18+)	Guisborough Town Football Club	31.7.26	C Wood
Parents of U18 Players	Guisborough Town Football Club	31.7.26	C Wood

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.