Linton Aztecs Junior Football Club

Safeguarding Risk Assessment 2026-2027 Season

This risk assessment has been developed in line with CPSU (Child Protection in Sport Unit) guidance and The FA's Safeguarding Checklist.

- **It is intended to support Affiliated Clubs making safeguarding risk assessments where they are providing or commissioning activities for children and young people and adults at risk and/or where facilities are being hired by outside organisations.**
- **It is intended to help Affiliated Clubs ensure that the safety and welfare of children and young people is the paramount consideration within the planning and delivery of activities specifically for under-18s or adults at risk in disability football.**
- **The Club/ Event Leader will complete the Risk Assessment and will be signed off by the Chairman / Secretary & Club Welfare Officer.**
- **Risk Assessment will be reviewed by Club/Event Leader, Chairman / Secretary & Club Welfare Officer on a regular basis.**

All team officials have been sent a copy of the Risk Assessment Form.

This risk assessment is a 'live' document and should be updated as necessary.

A copy of this risk assessment must be kept for your own organisation's records and made available on request.

Risk assessment distribution list

As well as all club officials, the risk assessment has been provided to the following no later than the 12 September 2026

	Lead Contact/Coach		Second Coach		Third Coach/Parent Helper	
Age/Team	**First Name**	**Surname**	**First Name**	**Surname**	**First Name**	**Surname**
U9s	Leigh	Carter	Samuel	Mwangi		
U11s	Adam	Westlake	Ben	Hespin		
U12s	Tom	McKenzie	Simon	Greathead		
U11s	James	Norman	Ben	Walbanke-Taylor	Dean	Hancock
U16s	Rob	Moule	Ben	Hespin		
U13s	Tom	Kerr	Mateusz	Wydro		
U10s	Tom	Barton	Charlie	Bass		
U14 Girls	James	Carter	Jamie	Mayes	Anna	Simpson
U10s	Glenn	Abel	Will	Keeley		
U12s	Stephen	Smith	Stephen	Mulgrew		
U9 Girls	Francesco	Gatti	Matthew	Jordan	James	Swann
U8s	Andy	Blackmore	Ben	Marsden	Jason	Weaver
U13s	Gary	Wilson	Simon	Moss		
U11 Girls	Matthew	Jordan	Dave	Withers	Philippa	Jordan
U15s	Dan	Sayer	Steve	Winstone	Mary	Winstone
U15s	Steve	Jones	Matthew	Jordan		
U16 Girls	Ewan	Munro	Tim	Kendrick-Jones		
U7s	David	Crookes	Rob	Wright		

General Information

Date of Assessment	**30 August 2026**
Assessment completed by	**Matthew Jordan**
Organisation	**Linton Aztecs Junior Football Club**
Date of event	**2026-27 season**
Age Group(s) of event and description	**U7 to U18 football training and matches**
Venue address	**Linton Village College, Cambridge Road, Linton, CB21 4JB**
Lead Organisation contact, as shared with parents and players	**Name: Matthew Jordan** **Telephone number: 07967 215 999** **Email: jordanmatthew101@gmail.com**
Designated Welfare Officer contact, as shared with parents and players	**Name: Tom Purser** **Telephone number: 07932 069791** **Email: aztecssafeguarding@gmail.com**
Emergency Contact	**General club matters: Matthew Jordan** **Welfare: Tom Purser**
Location - What3Words	**What3words – coughed.throat.archives**
Defibrillator location NB: Information on this can be found via heartsafe.org.uk	**Linton Village College – Between the cricket nets and 3g** **What3words: somebody.oasis.relief** **Linton Sports Pavillion – Exit towards recreation ground** **What3words: mistaken.flicks.handbags**
Nearest Hospital for emergencies *NB, in the event that you need to use an ambulance, please check with attendant crew as they may not go to the nearest A&E*	**Name: Addenbrookes Hospital** **Address: Hills Road, Cambridge, CB2 0QQ** **Contact Telephone: 01223 805000**

Identify location of any access barrier keys	**Linton Village College is open most days. If the barriers are closed, the facilities should not be used.**
Emergency vehicle access	**Via the main access road to Linton Village College**
Potential air ambulance landing location (if readily identified)	**On field**
Where unaffiliated/outside agencies such as schools, colleges, uniformed organisations etc., are hiring facilities, state which organisation's safeguarding policy and procedures will be followed in the event of a concern arising.	**We use Linton Village College facilities and they have their own policies and procedures as a school. We will use our own policies and procedures.**

Policy Checklist

Ensure you have the following available	Attached to this Risk Assessment?	Available on the club website	Notes
Safeguarding Children Policy – NEW 2026	No	Yes (to be uploaded)	
Safeguarding Adults at Risk Policy (if applicable to participants)	N/A		
Social Media/Photography Policy	No	Yes	
Anti-bullying Policy	No	Yes	
Consent for photography and filming for each player signed - COPY	No	Yes	Included in the registration form/process
Codes of Conduct signed by players, coaching staff and parents/carers – COPY	No		Included in the registration form/process
Changing & Showering Policy	No		We don't have facilities for changing or showering
Travel, Trips & Events Guidance	No		
Relevant insurance	No		Provided by the FA at affiliation
Completed contract agreement (if applicable)	N/A		
Completed Medical Emergency Action Plan	No	Yes	

Consent Checklist

Consent required – consider which are relevant	Person under 18	Adult with a disability or at risk *(Assume adults can self-consent, unless you have reason to believe they cannot)*
To be registered with the club	**Yes**	N/A
For child/children/person to be filmed and photographed	**Yes**	N/A
Consent to be contacted via social media/to access information via social media/be visible via social media	**Yes**	N/A
For child/children/person to stay away in overnight accommodation as part of a football event/activity	N/A	N/A
For child/children/person to travel overseas as part of a football event/activity (if applicable)	N/A	N/A

Colour Code

High Risk	
Medium Risk	
Low Risk	

Consent

Consent to Attend Event	
Risk	
Allowing persons to play without written consent. Possibility risk of forged signatures	
Solution Before	**All players including training only have to complete a registration form (via Team Fee Pay) on which the parents must provide consent for them to play/training with Aztecs.**
Solution During	
Solution After	
Risk Level After Mitigation	**R-A-G**

Photography / Film Consent		
Risk		
Persons being filmed or photographed without obtaining written consent		
Solution Before	Consent provided when signing on/registering by parent and/or player. Any requests to film or photograph must be provided to the club committee prior to the event.	
Solution During	Notification/reminder on the day of being filmed/photographed, with the option to withdraw consent. Persons filming or photographing may be challenged by the club, managers or parents (if significant concerns) if no notice has been provided before the event.	
Solution After		
Risk Level After Mitigation	R-A-G	

Social Media – Consent to be contacted via Social Media / to access information via Social Media / be visible via Social Media		
Risk		
Photographs and information being places on Social Media Platforms without given written consent		
Solution Before	On the player registration forms parents and players are reminded about the clubs policies on the use of social media.	
Solution During	Monitor social media and note/update in accordance with FA guidelines.	
Solution After		
Risk Level After Mitigation	R-A-G	

Medical

Relevant medical information in respect of participants, including storage and access of personal medical details.		
Risk		
Consent forms not available on the day of event or logged onto electronic device		
Solution Before	Data collected on registration forms and confirmed with parents. Coaches to discuss with parent/guardian actions to take in case of emergency. The information is available on Team Fee Pay which all coaches have access to.	
Solution During	Participants are asked to bring any specific medication they may require (eg EpiPen or inhaler). Parents are encouraged to attend.	
Solution After		
Risk Level After Mitigation	R-A-G	

First Aid and Medical Information – Qualified First Aiders – Treatment Room – Closest A&E to the Venue
Risk

Not enough qualified first aiders. No treatment room available. Closest A&E Department not been notified to Event Leaders		
Solution Before	**All Aztecs teams must have a minimum of one qualified First Aider present at all training and matches. The club provides First Aid kits.** **Using the Club Portal the club officials can see current, expiring and expired qualifications and so can remind managers/coaches of expiring First Aid qualifications.** **AED locations are signposted and known by club coaches.**	
Solution During		
Solution After		
Risk Level After Mitigation	**R-A-G**	

Management of Allergies – Nuts / Wasp & Bee Stings / Anaphylactic Shock		
Risk		
Event Leader(s) and Coaches unaware of any medical / allergies regarding young people		
Solution Before	**Data collected on registration forms and confirmed with parents. Coaches to discuss with parent/guardian actions to take in case of emergency. The information is available on Team Fee Pay which all coaches have access to.**	
Solution During	**Participants are asked to bring any specific medication they may require (eg EpiPen or inhaler). Parents are encouraged to attend.**	
Solution After		
Risk Level After Mitigation	**R-A-G**	

Emergency Evacuation Procedures

Emergency Evacuation Procedures		
Risk		
Individuals attending event are unaware of emergency evacuation procedures		
Solution Before	**No specific evacuation plan. The site has multiple safe exit points and places.**	
Solution During		
Solution After		
Risk Level After Mitigation	**R-A-G**	

Suitability of Staff and Volunteers

Suitability of Staff – DBS – Correct Safeguarding Qualifications – Disability Awareness – Other Relevant Training e.g., Relevant Cultural Awareness

Risk	
Staff not holding the mandatory FA qualifications for them to work and supervise young people / adults with a disability. Staff to be easily identifiable	
Solution Before	**ALL coaching staff are DBS checked, and as a minimum must complete the FA Safeguarding and First Aid courses. Within a reasonable time of taking on the coaches role at least one coach is expected to complete the FA Introduction to Coaching course (or Level 1) – courses permitting.**
Solution During	**The Welfare Officer, Chair and Secretary will regularly review coaches DBS and courses. Where expiring, a minimums one months notice will be given to register on the required course.**
Solution After	
Risk Level After Mitigation	**R-A-G**

Signed Code of Conduct for Staff and Volunteers (Consider making Code of Conduct available in different formats e.g., Braille / Large Print	
Risk	
Discipline issues may arise if Codes of Conduct are breached	
Solution Before	**Code of Conduct is part of the sign on/registration form.**
Solution During	**Code of Conduct is available to access on the club website. We also offer the opportunity for coaches to meet with members of the committee to discuss any issues around behaviour and conduct.**
Solution After	
Risk Level After Mitigation	**R-A-G**

Staffing Ratios – Insufficient Coach-Player ratios on the day	
Risk	
If a staff member has an emergency / becomes unwell, children may be left with unsuitable supervision	
Solution Before	**All teams are encouraged to have as a minimum 2 named coaches who have a DBS in place and the Safeguarding course completed. There should also be parent helper available (who is DBS checked).**
Solution During	**On matchdays at home fixtures there are usually additional committee members and coaches in attendance who can provide additional qualified cover to a team.** **For younger age groups, parents are asked to remain throughout training, games and events.**
Solution After	
Risk Level After Mitigation	**R-A-G**

Appointed Referees who are Under 18 Years of Age

Referees being appointed who are under 18 years of age		
Risk		
No communication to referees outlining plan of day. No start / finish times given. No medical information and emergency contact details been submitted. Not informing parent / carer of U18 Referee who will be managing them. No toilet facilities for referees. Referees over the age of 16 years not holding an in-date FA DBS. Referees under the age of 18 years of age left with no adult supervision		
Solution Before	**All pre match communication with under-18 referees to be carried out via (or including) parent/carer of referee. All referees to be given kick-off time, match format, and match duration prior to match.** **All managers to be reminded that U18, whether playing or officiating, are still children and require the same care and safeguarding.** **Medical information and emergency contact details are to be provided by all youth referees.**	
Solution During	**The club to confirm with ALL coaches before the season starts who their youth referees are likely to be. Details are to be provided on who is the referees emergency contact.** **Referees are greeted on matchdays by the home team manager and introduced to the visiting teams coach or coaches.**	
Solution After		
Risk Level After Mitigation	**R-A-G**	

Car Park and Drop-Off / Pick-Up Arrangements

Arrangements for Drop-Off / Pick-Up and Car Parking Details		
Risk		
Young people being dropped off and left unsupervised. Safety of all persons in car parking area. Young people unsupervised in car parking area. Car park not large enough to accommodate all vehicles (vehicles having to park on roadside)		
Solution Before	**LVC has more than adequate parking. Parking details are provided in advance by coaches/managers to all including the opposition.** **We do not have drop-off and pick up points. Parents are responsible for dropping off and collecting their children.**	
Solution During	**Parents are expected to escort their children from parked cars to the pitch. The college has a low speed limit and traffic speed reduction measures in place.** **Coaches are the last to leave the match and have contact details for all parents.**	
Solution After		
Risk Level After Mitigation	**R-A-G**	

Toilet Areas / Changing Rooms / Shower Areas

Changing Rooms / Showers and Toilet Facilities		
Risk		
Members of the public accessing toilet/changing areas that are being utilised by young people / adults at risk, meaning that individuals could be bullied / abused / abducted		
Solution Before	**Toilets are available within the LVC Sports Centre. All players and visitors are made aware. It is made clear that these facilities are shared with adults.**	
Solution During	**Individuals in the younger ages groups should notify coaches and/or parents before going to use the toilet facilities. Ideally they should be escorted by a parent or accompanied by another child.**	
Solution After		
Risk Level After Mitigation	**R-A-G**	

Behaviour

Behaviour Issues Arising During a Fixture or at Training		
Risk		
Anti-Social behaviour of attendees or persons entering facilities who are not linked to the football club, risking the safety of U18's/Players/Volunteers/Spectators		
Solution Before	**Our home venue is public access and so we cannot and should not patrol the boundaries, and cannot be responsible for non-Aztecs players, parents, coaches etc arriving and leaving.** **All grounds have clear entrance and exit points, car parks are lit at night, no matches occur during non daylight hours.**	
Solution During		
Solution After		
Risk Level After Mitigation	**R-A-G**	

Playing Area Information

Playing Area		
Risk		
Goal posts not erected correctly. Damaged playing surface. Potential debris. Pitches marked too close to obstructions (pond/hedges). Entrance & exits points obstructed. Uneven ground. Kerbs. Insufficient light during evening hours		
Solution Before	**Coaches inspect the playing area for debris, holes and damage before kick off.** **Coaches are also to erect the goals with assistance. They must check the goals have been safely erected.** **Respect barriers are provided for every pitch. All managers are aware of the importance of setting up the barriers.** **Night training is held on pitches that are purpose built with floodlighting.** **During extreme weather, the surface will be inspected by our facilities provider and club officials for all events that day.**	
Solution During	**If required, a second inspection of goals and the pitch will take place.**	
Solution After		
Risk Level After Mitigation	**R-A-G**	

Insurance Cover (Public Liability / Personal Accident)

Correct Insurance Cover is in place		
Risk		
Insufficient insurance cover for event		
Solution Before	**Taken with the FA at affiliation as a club/team**	
Solution During		
Solution After		
Risk Level After Mitigation	**R-A-G**	

Risk Assessment Completion Details

Risk Assessment Completed By:	**Name: Matthew Jordan**	**Date: 09/09/2026**
Approved by Club Welfare Officer:	**Name: Tom Purser**	**Date: 09/09/2026**
To be Reviewed By:	**Date: August 2027**	
Reviewed and Updated:	**Name:**	**Date:**