

The Football Association Safeguarding Children Best Practice Guidelines



Emergency Procedures Guidance Form

[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

Fill in the details on Part B of this form before the events starts. Carry this and any information or means to use it at all times. Use it following a serious accident or incident.

For example:

- Any circumstances in which a party member might be at serious risk or suffer serious illness
- Any unusual circumstance in which the press or media are involved or might become involved
- Any incident which may give rise to a legal liability claim against a player/staff member/club
- An accident leading to death, serious or multiple fractures, amputation or other serious injury

1. First Steps – Care of the Group

- Ensure their safety from further danger
- Arrange search, rescue, medical care or hospitalisation of casualties as necessary

2. Next Steps – What Happened?

Listen carefully. Write down:

- What happened?
- To whom?
- Where?
- When?
- What has happened since?
- Who witnessed it? (Get witnesses to sign and give their addresses)

3. Telling People about the Incident

As soon as possible:

- Inform the club's contact person who will, in turn, contact the parents
- Notify the British Embassy or Consulate (for events outside the United Kingdom)

Whoever you contact, you will need to know:

- What happened?
- To whom?
- Where?
- When?
- What has happened since?
- A telephone number where you can be contacted

4. Do

- Keep a written record of all that happens

5. Don't

- Speak to the press or media – refer to the club's contact person
- Admit any liability
- Let anyone talk to any youngster involved in the incident without a member of staff being present

6. Remember

- Nobody, unless they have an official capacity (e.g. the Police), has a right to see anyone who does not want to see them
- If anyone tries to force a confrontation, do not do anything, but call the Police.
- Try your best to be compassionate with everyone involved.

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EMERGENCY PROCEDURES GUIDANCE FORM (Part B)

Event description	
Dates	
Name of Group Leader	
The Football Club Contact Person	
Address	
Phone No 1	Phone No 2
Email address	

For Events Outside the United Kingdom British Embassy(ies) or Consulate(s)

Address	
Phone No	

