

PLANNING AND ORGANISATION



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Planning and organising is a vital part of the delivery of Scottish FA activities for children and young people and is essential to ensure the safety and wellbeing of all taking part.

ADULT TO CHILD RATIOS

All activities must be planned to involve **at least** two adults. For teams that include both girls and boys it is recommended that there is at least one male adult and one female adult present. For each activity a risk assessment should be completed and, based on that risk assessment, a decision made as to how many adults are necessary to safely supervise the activity. With a minimum of at least two adults present, the following ratios are recommended¹ as a general guide:

AGE	RATIO
2 – 3 YEARS OLD	1:5
3 – 7 YEARS OLD	1:8
ALL CHILDREN ARE AGED 8 YEARS OLD AND OVER	1:10

Other factors will also be taken into consideration in deciding how many adults are required to safely supervise the activity or event.

THIS LIST IS NOT EXHAUSTIVE BUT IT MAY INCLUDE:

- The nature of the activity e.g. is it a training session, a match, an event and does it include a trip away or overnight stay?
- The number of children or young people involved in the football activity
- The age, maturity and experience of the children and/or young people involved
- Whether any of the members of staff, Associated Persons or children or young people have a learning or physical disability or special requirements
- Whether any of the children or young people have challenging behaviour
- The particular risks associated with the football activity or event
- The particular risks associated with the environment
- The level of qualification and experience of the members of staff and Associated Persons
- The programme of activities

RISK ASSESSMENTS

A key part of planning an activity or event is considering any risks associated with the activity or event and how these risks can be minimised and managed.

For further information on risk assessments see [Practice Note — Prevention Planning](#).

COLLECTION BY PARENTS/CARERS

There may be occasions when a parent or carer is late to pick up their child at the end of a football activity. It is not the responsibility of the Scottish FA to transport children or young people home on behalf of their parents or carers who have been delayed however, the Scottish FA does continue to have a duty of care to the child or young person in the absence of their parent or carer.

¹ The ratios are recommended in the National Care Standards: Early Education and Childcare up to the age of 16 (Scottish Executive, 2005, revised September 2009). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors.



SCOTTISH FA MEMBERS OF STAFF AND ASSOCIATED PERSONS WILL:

1. Make sure that the Scottish FA communications are:
 - Clear about starting and finishing times of the football activity.
 - Clear about the expectations of parents/carers not to drop off children too early and to collect children promptly when the football activity finishes.
2. Ensure that there is more than one member of staff and/or Associated Person at the end of the football activity to supervise collections.
3. Ensure that in emergency situations, the members of staff and/or Associated Persons know how to deal with being left alone with a child or young person. This will be done by putting preventative measures in place and agreeing simple steps about how the situation should be dealt with if this arises.

As a general rule members of staff should not be in a position where they are alone with a child or young person, however there are exceptions and an emergency situation is such an example. For example, if there is an emergency situation which requires an adult to respond this may result in the other adult being left alone a child or young person.

REMEMBER

THE WELLBEING AND BEST INTERESTS OF THE CHILD OR YOUNG PERSON IS PARAMOUNT AND MUST TAKE PRECEDENCE, SO LEAVING CHILDREN OR YOUNG PEOPLE ALONE IS NOT AN OPTION.

4. Ensure they have access, as appropriate, to the child or young person's address, contact telephone number and an alternative phone number for another responsible adult, provided by the parent/carer. The consent form completed prior to the activity or completed at the start of the season must include an emergency contact and a late collection contact number.
5. It may be appropriate for a young person to travel unaccompanied to and from the activity or event e.g. if the activity is for young people who are an appropriate age and ability to travel independently. If it would be appropriate for a young person to make their way to and from the activity or event alone, consent must first be sought from the young person themselves and their parents/carers. This can either be done through the Consent Form signed annually or verbal consent.

A child or young person should never be allowed to travel home alone unless the express consent of the parent/carer has been given in advance or is obtained by telephone. Even with this consent, a common sense approach should be taken about whether it is safe for them to do so in the circumstances e.g. the distance, location, time of day and weather will all be relevant factors.
6. Never transport a child or young person alone on a 1 to 1 basis, unless necessary due to an emergency situation. In such circumstances the child or young person should be transported in line with the requirements set out in Practice Note — Travel and Trips Away on 'Transporting Children'.
7. In the rare situation when a member of staff or Associated Person is left alone with a child or young person, transparency is the key:
 - Keep a record of your actions; and
 - Inform a member of the Wellbeing and Protection Department and the child's parents/carers as soon as possible.
8. When all else fails and a child or young person has not been collected and there is no sign of them being so, and it would not be appropriate to or you are unable to transport the child or young person, call the police.
9. Any concerns about the child or young person or their parents or carers which arise during collection should be responded to in line with the Responding to Concerns Procedure. If there is a concern about the immediate safety of a child or young person, or others, you must take all reasonable steps to ensure their safety and contact the police.

REMEMBER

WHILE RUNNING THE FOOTBALL ACTIVITY MEMBERS OF STAFF AND ASSOCIATED PERSON HAVE A DUTY OF CARE TO THE CHILDREN AND YOUNG PEOPLE THAT ARE IN THEIR CHARGE. WHEN THE FOOTBALL ACTIVITY HAS FINISHED THE DUTY OF CARE CONTINUES IN THE ABSENCE OF A PARENT/CARER OR OTHER RESPONSIBLE ADULT.



SAFE USE OF CHANGING FACILITIES

One of the areas where children and young people are particularly vulnerable at football is the changing room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise particular care when children or young people are changing and provide enough supervision to recognise if there are any issues between the children and young people while they are using the changing room e.g. bullying behaviour.

TO ENSURE THE WELLBEING OF ALL CHILDREN AND YOUNG PEOPLE WHILE THEY ARE USING THE CHANGING ROOMS THE FOLLOWING STRATEGIES SHOULD BE FOLLOWS:

- Adults should not change or shower at the same time as children and young people
- If space is limited, identify a period of time which is solely for children and young people or adults to use the changing facilities and a sign placed on the door to make people aware of the restricted use
- If a child or young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so
- Children aged 10 and under must be supervised/monitored in the changing rooms — see below for further information
- Where no changing facilities are available the children and/or young people and their parents/carers should be notified in advance and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits
- The use of mobile phones and photographic equipment is prohibited within areas where children and/or young people are changing or showering — see [Practice Note — Celebration](#) for further information
- If a child or young person requires assistance when changing due to their age or ability, this should be done by the child or young person's parent or carer. If this is not possible, the child or young person, where possible, and their parents/carers should be involved in deciding how they should be assisted — see [Practice Note — Health](#) for further information
- While some activities may be restricted to changing rooms, if at all possible, another area should be considered for activity such as team talks etc. If there are no other options, staff and Associated Persons must wait until all children and young people are fully dressed

CHAPERONING/SUPERVISING CHANGING FACILITIES

THIS LIST IS NOT EXHAUSTIVE BUT IT MAY INCLUDE:

- Members of staff and Associated Persons must always work in pairs and not be alone in these circumstances
- Extra vigilance may be required if there is public access to the facility
- Depending on the needs and age of the children or young people, supervision of the changing rooms can be done from outside the door with a call in or entering briefly and walking through
- Only those members of staff and/or Associated Persons who are in regulated work and appointed in accordance with the Appointment and Selection Procedure for those in regulated work should enter the changing room when children and/or young people are present, unless there is an emergency situation that requires assistance

In an emergency, if a member of staff or Associated Person is required to enter the changing area they should be accompanied by another adult. If they have to go into a single gender changing room e.g. a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany them.





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