

The Football Association Child protection and Best Practice Guidelines



Emergency Procedures Guidance (Part A)

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

Fill in the details on part B of this form before the event 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 as soon as possible, 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 clubs contact person
- Admit any liability
- Let anyone to 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

Emergency Procedures Guidance (Part B)

TheFA.com/Goal

Event Description
Dates
Name of Group Leader
The Football Club Contact Person
Address
Phone No 1
Phone No 2
Email Address
<i>For Events Outside the United Kingdom</i> British Embassy(ies) or Consulate(s)
Address
Phone No.

