

AYR UNITED FOOTBALL ACADEMY



GUIDANCE

YOUNG PEOPLE

FOR VOLUNTEERS AND STAFF

VERSION 1.4

Passed by Board of Management
Review date
Last review
Next review

September 2017
September 2018
March 2023
March 2024

Date: September 2018
Report to: Board of Ayr United Football Academy
Report from: Donald C Stewart
Purpose: Annual Review
Recommendation: No changes, no Equality Impact Assessment as it is a handbook and not a policy
Rationale: No national changes relevant to the policy and no request from Academy personnel

Date: September 2019
Report to: Board of Ayr United Football Academy
Report from: Donald C Stewart
Purpose: Annual Review
Recommendation: EIA and DPIA now included as examples of good practice.
New DPIA safeguard inserted "A record of all this shall be held within a secure cabinet within the offices of AUFA."
Rationale: No national changes relevant to the policy and no request from Academy personnel

The following guidance is issued to all volunteers and staff. It should be followed by all at all times.

Definitions

“Young Person” means any person who has not attained the age of 18.

“Child” means a person who is not over school age.

Young Person’s Risk Assessment and Control

Before employing a child or a young person a full risk assessment of the proposed job function(s) will be carried out. This risk assessment will be recorded and filed by the Safeguarder.

The risk assessment will take particular account of the inexperience, lack of awareness of risks and immaturity of the child / young person.

Before employing a child, the employer will provide the parent / guardian with comprehensive and relevant information on the identified risks to health and safety and any protective measures.

Particular care will be taken to ensure that the child / young person is not employed on work which is beyond his / her physical or psychological capacity.

Particular care will also be taken to ensure that the young person is not exposed to toxic or carcinogenic substances, or any other substances which may cause genetic damage or harm.

The Academy will provide the employee with relevant and comprehensible information on risks, and full training in preventative / protective measures where necessary.

A record of all this shall be held within a secure cabinet within the offices of AUFA.

SGB Equality Impact Assessment Template

 Development or review of a policy	Name of Policy	Health and safety Guidance – Young People	
	Is this a new policy being developed or a review of an existing policy	New ☐	Review ☒
	Others involved in the assessment	None	
	Dates(s) of EIA	March 2023	
	What is the purpose and outcomes of the policy?	To ensure that young people who volunteer or are employed are covered by sufficient safeguards	
	Who are the customers for this policy?	Young people	
	How has equality been considered in the development / review of the policy so far?	The opportunities for young people are to be encouraged but not at the possibility of a risk being opened up for young people	
	Who / what has driven this?	A review continuing the process of having an Equality Impact assessment on all policies	
	Why might it be important to consider equality and the protected characteristics?	Legally it is important for us to ensure we comply with best practice on the provisions with the Equality Act and we are working with local authorities and the Scottish Football Association in contributing to their duties to those with protected characteristics under the Equality Act 2010 as well as ensuring our legal responsibilities under the same act with regards to employment practices.	
 Data and research	What does the data tell you about your customers and about protected equality groups?	None	
	What sources of data have you used?	None used nor gathered.	
	What do you need to know more about?	Nothing more as we comply with the issues around equalities and employment.	
	How could you find this out and who could help you?	N/A	
 Consultation	Who have you consulted with from protected equality groups?	None	
	Who else could you consult with?	Young people	
	Who can help you with this?	Coaches	

	How does the policy contribute to the SGBs strategic equality objectives?	Ensures compliance with both the law and the public sector equality duty for each of the local authorities and the governing body of the sport of football
	How could it be revised or changed to contribute more?	The opportunity to ensure it is embedded in training, reviews of its practice and specific reports to those authorities who request it.

	How will you monitor and evaluate the policy?	The policy shall be renewed annually
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	Action	Timescale	Responsibility
	Review and suggests specific training for volunteers and staff	March 2024	EIA Lead Officer
	Reviews of its practice at annual review	March 2024	EIA Lead Officer
	Commit to respond to specific reports to those authorities who request it on the implementation of the Employment legislation associated in the Equality Act 2010	As required	EIA Lead Officer

	Sign off		
	Signed by Policy Lead David White		Date March 2023
	Signed by EIA Lead Officer Donald C Stewart		Date March 2023

Ayr United Football Academy Data Protection Impact Assessment	
Policy	Health and Safety Guidance – Young People
Date of assessment	20 th August 2019
Author	Donald C Stewart
Legacy	None

DPIA process checklist

	Done?
We describe the nature, scope, context and purposes of the processing.	Yes
We ask our data processors to help us understand and document their processing activities and identify any associated risks.	Yes
We consider how best to consult individuals (or their representatives) and other relevant stakeholders.	Yes
We ask for the advice of our data protection officer.	Done
We check that the processing is necessary for and proportionate to our purposes and describe how we will ensure data protection compliance.	Yes
We do an objective assessment of the likelihood and severity of any risks to individuals' rights and interests.	Yes
We identify measures we can put in place to eliminate or reduce high risks.	Yes
We record our decision-making in the outcome of the DPIA, including any difference of opinion with our DPO or individuals consulted.	Yes
We implement the measures we identified and integrate them into our project plan.	Yes
We consult the ICO before processing, if we cannot mitigate high risks.	Yes
We keep our DPIAs under review and revisit them when necessary.	Yes
All of the above are covered in our Data Protection Policy as available on web. There are no specific measures in place for this guidance BUT it does serve as a reminder of our duties and responsibilities.	