

Club Toolkit Checklist

Each Motorsport UK registered Club should have:

- A licenced Club Safeguarding Officer with a current suitability check (DBS/PVG)
- A safeguarding policy and procedure
- A Safer Recruitment policy and procedure
- Suitability checks in place for staff in regulated activity
- Consent forms for the use of photography
- Agreements and consent forms for how club staff will communicate with children
- Social media code of conduct
- Anti-bullying policy statement
- Well publicised/signed code of conduct for children
- Well publicised/signed code of conduct for parents
- Well publicised/signed code of conduct for team staff
- Posters on display to promote their CSO.
- Accessible information for children to encourage reporting
- Appropriate changing facilities

All Kart Clubs should work towards meeting the Safeguarding and Welfare Agreement.

	Club Toolkit
Safeguarding Policy Statement This states a Club's commitment to Safeguarding and the roles and responsibilities of Club Officials and members in creating a safe place for children and young people.	
Safeguarding Procedure This provides guidance to Club members and officials on the steps they should take if they identify risk, how they should respond and who and how to report their concerns.	
Safer Recruitment Policy Statement This provides a clear statement on how the organisation uses DBS/PVG checks to minimise the risks posed by unsuitable people working in regulated activity within the Club. Suitability checks are mandated for certain roles.	
Safer Recruitment Procedure Clubs should provide details on who is required to have a suitability check, how frequently these are carried out, how risk assessments take place and how data is stored.	
Self-Declaration Form This can be used by Clubs for those who do not qualify as working in	



regulated activity. This is a signed commitment of their suitability to work with children.	
Social Media Code of Conduct This is required by Clubs to outline their expectations of how Club Officials and members will use Social Media and follow the Race with Respect code of conduct.	
Communication Consent Form A form used by Clubs to gain consent from Parents and Guardians to communicate with their child.	
Anti-Bullying Policy A statement of the clubs values and expectations on member behaviour. This should include the use of Social Media and online platforms to mitigate the risk of online bullying or harassment.	
Photography and Filming Statement This will provide information and clarity on how Clubs will take, store and use images and videos of children and young people.	
Consent Forms for Photography This can be provided to parents / guardians to gain their consent before photographing or filming their child.	
Posters for children to encourage reporting These can be displayed online or within your Team awning or wider environment at races.	
Posters for parents This is to advertise the reporting process and signpost support.	
Code of Conduct for Drivers	
Code of Conduct for Team Staff	
Code of Conduct for Parents / Guardians	
Media Accreditation Issued to accredited media members to ensure they are identifiable and signed on correctly.	
Cadet Signing On Form This should include personal details and a request for parents / guardians to advise on their child's level of need.	
Accessibility Form Supports Clubs to understand people's needs and any reasonable additional measures that can be put in place.	