

Club Commitment – Safer Recruitment

What is the purpose of this guide?

This guide is to support Motorsport UK Clubs in developing their knowledge and understanding of Safer Recruitment practices and procedures. This guidance details the roles responsibilities that your Club and Club Safeguarding Officer have in delivering the Motorsport UK Safer Recruitment [Policy](#).

What is Safer Recruitment?

Safer Recruitment is the term used to describe the processes undertaken by an organisation to prevent those willing to harm or abuse children, young people and adults at risk from working within the community.

This includes several processes, including the need for Suitability Checks (DBS/PVG) for those in regulated activity. It can also include a formal interview process or asking an applicant to self-declare any unspent convictions when they apply to volunteer or work within your club environment.

What are the risks to your Club?

Safer Recruitment practices are measures designed and implemented to keep everyone in motorsport safe; it is a vital part of our role in Safeguarding those within the community. These practices ensure that Motorsport UK Clubs and Teams meet their duty of care to ensure that unsuitable people are prevented from working within motorsport.

Motorsport UK Clubs have a moral and legal duty to adopt Safer Recruitment practices. Allowing unsuitable people to work with children, young people and adults at risk can put the most vulnerable members of your club at risk of harm.

Responsibilities of Motorsport UK Clubs

- Ensuring that all club members, staff and volunteers working in regulated activity have a current Suitability Check (DBS/PVG) in place.
- Reporting anyone who avoids or refuses to complete a Suitability Check to Motorsport UK.
- Preventing anyone on the children's or adult's barred list from working within the sport and ensuring they have their Motorsport UK licence removed.

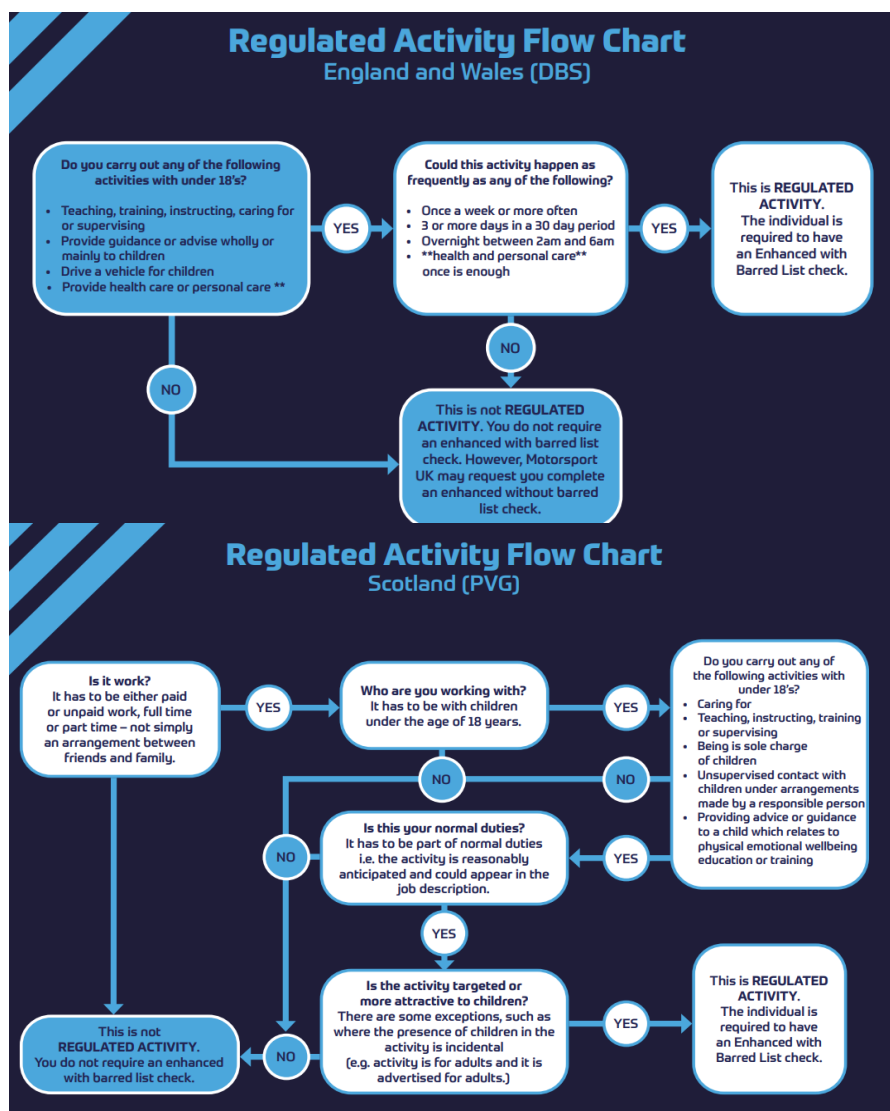


Responsibilities of the Club Safeguarding Officer

- Maintaining an oversight of the Motorsport UK [suspensions register](#) and ensuring any conditions are implemented.
- Reporting those believed to be non-compliant with their suspension conditions to Motorsport UK using the online [form](#).
- Supporting club members, staff and volunteers in regulated activity to obtain their Suitability Check (DBS/PVG) when required.
- Where appropriate, requesting those working in non-regulated activity at the club to complete a [self-disclosure form](#).
- [Reporting](#) anybody they believe has caused harm to a person or poses a threat to children, young people and adults in need to the Motorsport UK Safeguarding Team.

Regulated Activity

Those working in Regulated Activity must have a Suitability Check (DBS/PVG) in place with Motorsport UK or be a part of the DBS Update Service.





Safer Recruitment Key Considerations

- Safer Recruitment applies to both paid and voluntary staff
- Staff and Volunteers should all have clearly defined roles and responsibilities within the Club
- Safer Recruitment allows parents to be reassured that your Club is working to protect their child and prevent unsuitable people from working within the Club
- Applying Safer Recruitment processes will promote a positive reputation of the Club
- Safer Recruitment ensures that the right person with the right skills and experience is working in the correct role
- Gaps in employment history, or any concerns from previous employees should be considered with regards to their suitability to work with children, young people and adults at risk

Self-Declaration Forms

If a person within your organisation does not meet the requirements of a Suitability Check, it is best practice to ask them to complete a Self-Declaration form to notify you of any unspent criminal convictions. The form should also capture relevant information regarding their employment history, previous experience and qualifications.

[Self-Declaration Form](#)

What are Suitability Checks?

Suitability Checks is a term used by Motorsport UK to describe the formal criminal record checks that are required of anyone working in Regulated Activity in a motorsport setting.

[Disclosure and Barring Service \(DBS\)](#) – England, Wales, Isle of Man & Channel Islands

[Protecting Vulnerable Groups \(PVG\)](#) – Scotland

[AccessNI](#) – Northern Ireland

There are specific requirements set out in government legislation that detail who is entitled to complete these Suitability Checks – Motorsport UK have created the above flow chart to explain these requirements in our setting.

Currently, the following officials and roles at Motorsport UK are mandated to hold a suitability check before their licence is granted:

- Clerks (Karting)
- Scrutineers (Karting)
- Stewards (Karting)



- Club Safeguarding Officers
- Rescue & Medical Officials

There are other roles within motorsport that are not on the above list but that do reach the threshold for regulated activity (for example, driver coaches in junior championships). It is a key responsibility of your Club and Club Safeguarding Officer to have awareness of regulated activity and who in your Club may qualify for a Suitability Check.

If you need further support or guidance on a person's requirement for a Suitability Check, please contact vetting@motorsportuk.org and a member of the Motorsport UK Safeguarding Team can support you further.

How to Complete a Suitability Check

If you believe that someone in your Club requires a Suitability Check (DBS/PVG), Motorsport UK will help with the process.

If the individual is a volunteer with the Club, they will be able to obtain a Suitability Check free of charge through Motorsport UK. Those in paid employment will be invoiced for the service (approx. £60).

When putting a Club member forward to Motorsport UK for a Suitability Check, please email the following information to vetting@motorsportuk.org:

- Applicant's full name
- Applicant's email address
- Motorsport UK Licence Number (where applicable)
- Where the applicant currently lives

Within 2-3 business days a member of the Motorsport UK Safeguarding Team will contact the applicant directly and explain the next steps. The process slightly differs depending on where the applicant lives.

Advertising a Role

Prior to hiring a volunteer or paid staff member for your Club, it is important that you have a hiring process in place to ensure consistency. This is the first chance to outline your Club's values and ethos and should include your Club's commitment to Safeguarding.

If the role falls under regulated activity, it is important that you highlight the requirement for a current Suitability Check, or if not, a self-declaration form. This will hopefully discourage any potential candidates who are unsuitable to work with child, young people or adults at risk.



The Hiring Process

It is important that your Club has an organised hiring process that is consistent across roles. This should include:

- Advertisement of the Role – Either internally or externally
- A job description – to outline the role and highlight expectations
- A person specification – to outline the skills, values and experience required for the role
- Interviews
- Suitability Checks (where applicable)
- Induction, training and education – how the club runs and its ethos and values

Interviews

It is important that an interview, no matter the formality, is conducted by the club to gauge the suitability of the applicant to work within your Club.

Interview Tips:

- Ensure you have at least two people to interview or meet the applicant
- Check any gaps in employment history or on the application form
- Ensure the applicant understands and is willing to uphold the Safeguarding commitment of the Club
- Verify the applicant's identity accordingly
- Explore the candidate's commitment to promoting good practice in the sport and their ability to communicate with children, young people and adults at risk (where applicable)
- Obtain references from past employers, whether voluntary or paid employment
- Record all recruitment decisions in line with Data Retention Policy

Training and Education

Safeguarding children, young people and adults at risk is everybody's responsibility. It is important that all Clubs and Club Safeguarding Officers work to educate their staff and volunteers around Safeguarding. This includes providing access and training regarding the Club's Safeguarding Policy, as well as how to promote best practice.

Motorsport UK have created an e-learning Safeguarding [module](#) that can should be completed by all staff and volunteers working in our sport. There are also additional training courses for Club Safeguarding Officers, as well as our 'Driving Safer Cultures' course that members can sign up to.



Frequently Asked Questions

I know that someone in my Club has a previous conviction that will show up on a Suitability Check. Does this mean they will not be able to continue working in motorsport?

Motorsport UK receives a notification upon the completion of a Suitability Check. At this stage, we are presented with a certificate or membership number and if the result is 'clear' or if there is an 'alert'.

If something has been disclosed during the Suitability Check, the Motorsport UK Safeguarding Case Manager is required to contact the applicant and request to see a full copy of the certificate. Suitability Checks can disclose a wide range of information and previous convictions. Motorsport UK will work with the individual to better understand the nature and seriousness of the previous convictions and any transferrable risk to the role they have in motorsport, along with several other key factors. There are some conditions, however, where information disclosed on Suitability Checks require Motorsport UK to take immediate action to remove that person from working with children, young people and adults at risk. These can be referred to as 'barred lists'. Having a previous conviction disclosed on a Suitability Check is not always immediate ground to remove a person from motorsport.

What if someone in my Club is refusing or avoiding completing a Suitability Check?

If there is someone who works or volunteers at your Club who is refusing to complete a Suitability Check, who qualifies as working in regulated activity, this must be reported as soon as possible to Motorsport UK Safeguarding Team.

What can our Club do if there are people working or volunteering in our community who do not qualify for a Suitability Check?

It is common for volunteers and staff in motorsport to be in roles that do not qualify for them to get a Suitability Check. The Club have responsibility to exercise due diligence in ensuring these people are suitable to work in your environment. Motorsport UK recommend that the Club asks these people to complete a [self-declaration form](#).

What is the Motorsport UK Licence Suspension Register and when does our Club Safeguarding Officer need to take action?

This is a live document available on our website detailing those that have had their Motorsport UK licences suspended – this is not always due to a Safeguarding concern. This document is regularly updated and Motorsport UK CSO's are responsible for checking it before an event. If a person's licence has been suspended and they are in breach of the conditions, please report this immediately to safeguarding@motorsportuk.org.