

## [INSERT CLUB NAME] Safeguarding Procedure

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### Using This Template

This template is designed for the use of all Motorsport UK registered Clubs.

Please add your Club name and contact details to all the relevant sections.

Please ensure you delete this box before publicising this policy.

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### Introduction

The purpose of the [INSERT CLUB NAME] Safeguarding Procedure is to provide information to all Club members, staff, volunteers, and parents/guardians on the actions that [INSERT CLUB NAME] will take to keep people safe from harm.

Everyone has a role to play in Safeguarding; this includes our Club Committee, Club Safeguarding Officer(s), Staff, Club members, Participants, Volunteers and Spectators.

This document provides advice and guidance on recognising abuse, responding to allegations of abuse, and reporting safeguarding concerns appropriately and proportionately.

This procedure should be read in conjunction with Motorsport UK's Safeguarding Policies and [Procedures](#).

### Recognising Abuse

Abuse and neglect can occur anywhere; at home, at school, or at a sporting event - we need to be aware of this so that we can spot the signs and take appropriate steps to protect people from further harm.

Abuse, neglect and harm can occur in a number of ways:

Children and Young People can be at risk of:	Adults can be at risk of:
<ul style="list-style-type: none"><li>• Physical Abuse</li><li>• Emotional Abuse</li><li>• Sexual Abuse</li></ul>	<ul style="list-style-type: none"><li>• Physical Abuse</li><li>• Emotional Abuse</li><li>• Sexual Abuse</li></ul>



<ul style="list-style-type: none"> <li>• Neglect</li> <li>• Domestic Abuse</li> <li>• Bullying &amp; cyber-bullying</li> <li>• Poor practice</li> <li>• Breaches of the Race with Respect code of conduct</li> </ul> <p>They can be harmed by:</p> <ul style="list-style-type: none"> <li>• People in a position of trust</li> <li>• Peers</li> <li>• Family members</li> <li>• Strangers (e.g. online)</li> </ul>	<ul style="list-style-type: none"> <li>• Neglect</li> <li>• Self-neglect</li> <li>• Domestic Abuse</li> <li>• Financial Abuse</li> <li>• Discriminatory Abuse</li> <li>• Institutional Abuse</li> <li>• Modern Slavery</li> </ul> <p>They can be harmed by:</p> <ul style="list-style-type: none"> <li>• People in a position of trust</li> <li>• Peers / colleagues</li> <li>• Family members</li> <li>• Strangers (e.g. online)</li> </ul>
Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a>	Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a>

[INSERT CLUB NAME] recognises that anyone can be at risk of abuse, neglect or harm and have a duty of care to all our members.

We also recognise that some people may be at increased risk, this includes:

- Children and young people and the elderly
- Anyone, regardless of age who is isolated, lonely or does not have a support network around them,
- Anyone regardless of age who has a disability or health condition that makes them more reliant on others for support.

Further information on the types of abuse, the indicators to look and those at increased risk can be found in the Motorsport UK Safeguarding [Procedure](#).

### Responding to and Managing Concerns

This next section of the procedure details how [INSERT CLUB NAME] can best respond to any allegations of abuse, neglect or harm which we are made aware of.

It is never an option to do nothing if you become aware of a concern to someone's safety. It is of the utmost importance that our response to an allegation is reassuring, appropriate, accurate and does not put the person concerned at increased risk.

If you are made aware about concerning behaviours or actions of others:



DO	DO NOT
<ul style="list-style-type: none"><li>• Allow them to speak freely</li><li>• Remain calm</li><li>• Listen</li><li>• Provide reassurance</li><li>• Recognise their courage in speaking up</li><li>• Check your understanding of the situation</li><li>• Ask about their immediate safety</li><li>• Explain what will happen next</li></ul>	<ul style="list-style-type: none"><li>• Make judgements</li><li>• Ask lots of questions</li><li>• Promise confidentiality</li><li>• Dismiss, deny or minimise their concerns</li><li>• Over-react</li><li>• Be led by your own feelings</li><li>• Challenge or confront the alleged perpetrator</li></ul>

As soon as it is appropriate to do so, make a record of the conversation. Record the date, time and location of the conversation and write down the words and phrases used by the person. This will be useful for our Club local record and will be used in any further investigations required.

### Reporting Concerns

If you are worried that someone is at risk of harm this must be reported to the Club Safeguarding Officer (CSO). [INSERT CLUB NAME] CSO is the first point of contact and will be contactable at every club event.

If you believe someone is at immediate risk of harm, contact emergency services on 999 or the Local Authority Designated Officer (LADO) if appropriate.

The CSO will follow the appropriate reporting procedure, depending on the type of incident reported to them as outlined in the Motorsport UK Safeguarding Procedures.

The CSO will take appropriate actions which may include:

- Making enquiries and keeping a local record,
- Seeking advice from the Motorsport UK Safeguarding Team,
- Liaising with statutory partners,



- Maintaining accurate records.

Further information on the reporting procedures can be found in the Motorsport UK Safeguarding Procedure.

If you cannot contact the CSO, or it is not appropriate to do so, reports can also be made directly to the Motorsport UK Safeguarding team by emailing [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org) or by completing the reporting [form](#).

### Contact Information

#### **[INSERT CLUB NAME] Club Safeguarding Officer**

Name: [INSERT CLUB SAFEGUARDING OFFICER NAME]

Email: [INSERT CLUB SAFEGUARDING OFFICER EMAIL IF APPROPRIATE]

Telephone: [INSERT CLUB SAFEGUARDING OFFICER TELEPHONE]

#### **[INSERT LOCAL AUTHORITY NAME] Local Authority Designated Officer**

Name: [INSERT LOCAL AUTHORITY DESIGNATED SAFEGUARDING OFFICER NAME]

Email: [INSERT LOCAL AUTHORITY DESIGNATED SAFEGUARDING OFFICER EMAIL]

Telephone: [INSERT LOCAL AUTHORITY DESIGNATED SAFEGUARDING OFFICER TELEPHONE]

#### **The Motorsport UK Safeguarding Team**

Email: [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org)

Telephone: 01753 765056