

[INSERT CLUB NAME] – Safe Recruitment Policy Template

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Introduction

This document outlines [INSERT CLUB NAME] responsibility to ensure that the people working in our Club are suitable. This includes both voluntary and paid roles within the Club and, where a person is likely to have prolonged or significant contact with children, young people and adults at risk.

The aim of this document is to ensure that [INSERT CLUB NAME] meets its duty of care set out in legislation and statutory guidance that exists to promote and protect the welfare of children, young people and adults at risk.

[INSERT CLUB NAME] are committed to providing a fun, safe, fair and inclusive environment; this is supported by our commitment to Safer Recruitment. This policy seeks to strike the right balance between protecting those at risk, whilst also ensuring that we do not discriminate against those with previous convictions.

This guidance applies to all [INSERT CLUB NAME] staff and volunteers and should be read in conjunction with Motorsport UK's Safer Recruitment Policy.

What is Safer Recruitment?

[INSERT CLUB NAME] have a duty to ensure that when new staff and volunteers are recruited, all reasonable steps are taken to ensure that people working with children or other vulnerable groups are suitable to do so. There are several procedures [INSERT CLUB NAME] have in place to obtain information to make Safer Recruitment decisions. This includes:



- Providing clear job descriptions which outline the responsibilities and expectations of the role
- Provide clear person specification for the role, highlighting desired experience and skills
- Requesting identification documents as part of the application process
- Ensuring those in regulated activity have an up-to-date Suitability Check (DBS/PVG)
- Requesting staff and volunteers who do not qualify for a Suitability Check to complete a self-declaration form
- Undertaking interviews that seek to understand a person's motivation for the role, their alignment with [INSERT CLUB NAMES] standards and policies and their attitude to working with others
- Obtaining and checking references

Roles and Responsibilities in Safer Recruitment

[INSERT CLUB NAME] will meet our responsibilities for keeping children, young people and adults at risk safe by:

- Ensuring that all club members, staff and volunteers whose roles meet the definition of regulated activity have a Suitability Check (DBS/PVG) in place
- Reporting any individual who avoids or refuses to complete a Suitability Check (DBS/PVG) to Motorsport UK
- Preventing anyone who has been Barred from working in regulated activity from working in motorsport
- Keeping up to date with the Motorsport UK Suspension Register to ensure those with suspended licences are not working in motorsport

[INSERT CLUB NAME] have a Club Safeguarding Officer who will play a key role in supporting the club in Safer Recruitment by:

- Maintaining oversight of the Motorsport UK Licence Suspension Register and implementing any associated actions.
- Supporting people in [INSERT CLUB NAME] who work in regulated activity to obtain a Suitability Check (DBS/PVG).
- Where appropriate, requesting club members, volunteers and officials who are not in regulated activity to complete a self-declaration of their previous convictions.
- Reporting to Motorsport UK Safeguarding Team when they believe a person has caused harm or poses a risk of harm to at-risk groups, including children.



What are Suitability Checks?

The term Suitability Check referenced the background checks carried out by [DELETE AS APPROPRIATE]:

- Disclosure and Barring Service (DBS) in England, Wales, Isle of Man, Channel Islands and Northern Ireland
- Protecting Vulnerable Groups (PVG) in Scotland

These checks must be completed by Motorsport UK as the employer, or be a part of the DBS Update Service.

[DELETE AS APPROPRIATE] Anyone working or volunteering in England, Wales, Northern Ireland, Isle of Man or Channel Islands will be asked to complete a check through Disclosure and Barring Service (DBS) using Motorsport UK's provider, First Advantage – Know Your People.

[DELETE AS APPROPRIATE] Anyone working or volunteering in Scotland will be asked to complete a Protecting Vulnerable Groups (PVG) check through Disclosure Scotland.

Staff and volunteers working in England, Wales, Northern Ireland, Isle of Man or the Channel Islands will be required to complete a DBS check every 3 years. This is to ensure there is ongoing overview of a person's suitability.

Eligibility of Suitability Checks

As [INSERT CLUB NAME]'s ASN, Motorsport UK requires anyone working or volunteering in regulated activity to complete an enhanced level check with barred list check. The minimum age at which a member of staff or volunteer can be asked to apply for a criminal record check is 16 years old.

Not all roles in motorsport can be classified as regulated activity, depending on the frequency of work with children, young people and adults at risk. [INSERT CLUB NAME] may instead require a person to complete a self-declaration form, in line with Motorsport UK's Safer Recruitment Policy.

Applying for a Suitability Check

Any person working in regulated activity will be required to obtain a Suitability Check; this is a condition of licence for some roles with Motorsport UK.

Applicants will be sent a link to complete the Suitability Check through Motorsport UK's providers. As part of the check process, the applicant will be required to verify their identity, either at the Post Office or by a member of the Motorsport UK



Safeguarding Team. Full details about applying for a check can be found in the Motorsport UK Safer Recruitment Policy.

Results of Suitability Checks

Once a Suitability Check has been completed, a certificate will be issued directly to the applicant. The Motorsport UK Safeguarding Team will be notified that the check is complete and whether it is clear or there is an alert associated with it; this means that the check contains information regarding the applicants' previous convictions.

In cases where the certificate is 'clear' or not containing any previous convictions, the Motorsport UK Safeguarding Team are not required to see a full copy of the certificate.

In cases where an 'alert' is returned, the Motorsport UK Safeguarding Team will contact the applicant and request that they share the content of the certificate with them. This is so that the Safeguarding Case Manager can understand the content and whether the applicant is suitable to work with children, young people and adults at risk. A risk assessment will be completed, in line with the Motorsport UK Safer Recruitment Policy. It is the applicant's decision whether they share the content of the certificate.

If the applicant is a licence holder and chooses not to share the content of the certificate, it is likely that the licence will be withdrawn by Motorsport UK as it is not possible for the application to be risk assessed. The Motorsport UK Regulatory Council and Disciplinary Officer will be updated, and the person will be placed on the Motorsport UK Suspension Register.



Self-declaration and disclosure form

for non-regulated activity roles that involve infrequent contact with children
(under 18 years old)

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Subject to any applicable exceptions under it you have a right of access to information held on you under the Data Protection Act 2018.

Employee or volunteer information				
Name				
Address				
Contact number(s)				
Motorsport UK licence number				
Role held				
Date of birth				
Gender ⁱ	Female ☐	Male ☐	Non-binary ☐	Another description (please state) ☐

DISCLOSURE OBLIGATIONS

Any disclosure provided below will be reviewed in the context of the role description, the nature of the offence and the responsibility for the involvement with others in the sport.

Having unspent convictions will not necessarily mean that you cannot work/volunteer with us.

The information provided may be assessed alongside normal selection criteria to determine suitability for the role. A separate arrangement will be made with you if clarification is required to discuss your disclosure before a final decision is reached.

Declaration of individual



1. Do you have any unspent convictions or conditional cautions?	No ☐	Yes – please see the 2 options below ☐
Please provide details of unspent convictions or conditional cautions, in the space provided:		
2. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No ☐	Yes – please provide further information ☐
3. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
4. Have you ever been known to Children's Social Care or the police as being a risk or potential risk to children?	No ☐	Yes – please provide further information ☐
5. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No ☐	Yes – please provide further information ☐
6. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
7. Are you currently subject to any fitness to practice investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐



Confirmation of declaration

Please tick the boxes below and then sign this form.

☐

I agree that the information provided here may be processed by Motorsport UK in connection with volunteer recruitment purposes and I understand that an offer of a volunteer role may be withdrawn or removal of accreditation may result if information is not disclosed by me and subsequently comes to Motorsport UK attention.

☐

In accordance with the Motorsport UK procedures, if required by Motorsport UK I agree to provide a valid Suitability Check¹ and consent to Motorsport UK clarifying any information provided on the disclosure with the agencies providing it.

☐

I agree to inform Motorsport UK within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role by Motorsport UK but that all accreditation is in the discretion of Motorsport UK.

Signature

x

Print name

Today's date