



**motor
sport
UK**



CLUB SAFEGUARDING OFFICER

Motorsport should be fun. You should feel safe, enjoy the sport and everyone should be treated with respect.



If you have a concern about the safety or wellbeing of a child or an adult at risk of harm you MUST report this to the Club Safeguarding Officer or the Motorsport UK Safeguarding Team

***Motor Club Name/Organisation:* AC Owners' Club**

***Club Safeguarding Officer Name:* Joanna Harris**

***Telephone number:* 07719 406027**

***Email address:* theharrises143@hotmail.com**

If you have a concern that a child or person is at risk of immediate harm, contact:

The Police via 999 (emergency)

Other organisations offer 24 hour helplines such as Childline (0800 1111)

or the NSPCC (0808 800 5000)

The Motorsport UK Safeguarding Team can be contacted on 01753 765000/ 07851248672
safeguarding@motorsportuk.org



AC Owners' Club Safeguarding Statement, Policy and Procedure

Version	Author – person responsible for maintenance	Revision date	Summary of Changes	Endorsed by Club Committee
V 0.1	B Moseley	31.07.2022	1 st issue	31.08.2022

This policy will be reviewed annually or when there is a legislative change or review due to lessons learnt or best practice guidance



CONTENTS -

Introduction	3
Our Statement	4
Our Policy	5
Our Club Commitment	6
Safeguarding contact details & referral process	7
Concern/Safeguarding referral form	8-11
Sharing of information	12
Code of Conduct (to be signed)	13
Contact details and Useful Resources	14



AC Owners' Club: Safeguarding Policy

Introduction

The AC Owners' Club is committed to Safeguarding children and adults in line with national legislation and relevant national and local guidelines.

We will safeguard children and adults by ensuring that our activities are delivered in a way which keeps all children and adults safe.

The AC Owners' Club is committed to creating a culture of zero-tolerance of harm to children and adults which necessitates: the recognition of those who may be at risk and the circumstances which may increase risk; knowing how abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced within our activities.

The AC Owners' Club is committed to best safeguarding practice and to uphold the rights of all to live a life free from harm from abuse, exploitation and neglect.



Our statement

The AC Owners' Club acknowledges our legal and moral duty of care to safeguard and promote the welfare of children and adults at risk and we are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Motorsport UK requirements.

The AC Owners' Club believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

The AC Owners' Club is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

The AC Owners' Club acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all children and adults involved.

The AC Owners' Club recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

The AC Owners' Club is aware that there is a legal framework within which sports need to work to safeguard children and adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding legislation and procedures.

Actions taken by the AC Owners' Club will be consistent with the principles of child and adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the children and adults concerned.



Our Policy

Policy Principles

- ✓ The welfare of the child and/or adult is paramount
- ✓ All children and adults, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection
- ✓ Safeguarding is everybody's responsibility. All ACOC officers and volunteers have a responsibility to respond positively to any concerns, suspicions or disclosures that may suggest a child or adult is at risk of harm
- ✓ Club officers and volunteers involved in safeguarding issues will receive appropriate support
- ✓ Club officers and volunteers with roles and responsibilities for children, young people and vulnerable adults will be subject to appropriate safe recruitment checks and safeguarding training
- ✓ Motorsport UK staff and volunteers of the AC Owners' Club will receive appropriate learning and training opportunities to ensure they can make informed and confident responses to safeguarding issues
- ✓ The AC Owners' Club and Motorsport UK are committed to providing a safe and positive environment for all to participate in the sport to the best of their abilities for as long as they choose to do so.

Policy Aims

- To provide all Club officers and volunteers with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- To promote consistent good practice.
- To demonstrate our organisation's commitment to safeguarding-

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as requirement by the local safeguarding partnership, UK Sport and/or home country sports councils and Motorsport UK
- as a result of any other significant change or event



Our Club Commitment

The AC Owners' Club will:

- Comply with this policy and supporting guidance from the Motorsport UK Safeguarding Policy.
- Appoint one CSO who must be licensed with an in date Enhanced DBS by Motorsport UK (no older than 3 years processed via the Motorsport UK system).
- Prominently display Motorsport UK'S Club Safeguarding Officer Profile poster with relevant/current names and contact detail in suitable visible locations around venue/s.
- On event days the Club's signed Safeguarding Code of Conduct must be prominently displayed at the signing on area.
- Provide ongoing support for the CSO and ensure they are included in all relevant Club communications
- Require the CSO to present an annual Safeguarding Report to the Council at the AGM and to brief the Council immediately on all and any safeguarding incidents.

Contact details

Our Club Safeguarding Officer

Name: Joanna Harris
Tel: 07719 406027
Email: theharrises143@hotmail.com



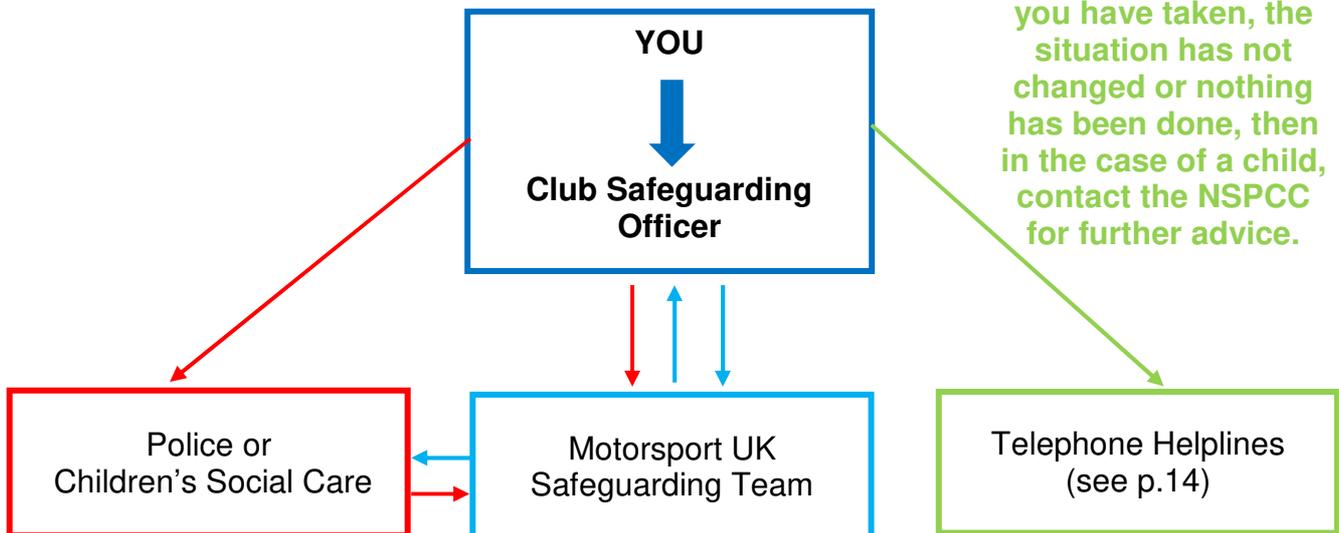
Protocol to follow if someone discloses to you

It takes a lot of courage for anybody to disclose that they are being abused and there are even greater blocks for children and young people. If someone talks to a club member about anything that indicates a potential risk to their safety or wellbeing, the member will, at the appropriate time, let them know that in order to help them they must pass the information on to someone who can help or advise.

During the conversation, you should:

- Allow them to speak freely
- Remain calm and not overreact
- Give reassuring nods or words of comfort
- Not be afraid of silences
- Under no circumstances ask investigative questions
- Do not automatically offer any physical touch as comfort. If they **are** upset and initiated the contact themselves, this should be recorded and reported.
- Tell them what will happen next
- Report verbally to the CSO
- Provide reassurance
- Complete a written record as soon as possible and hand to the CSO. If you do not feel comfortable referring to the CSO you can refer directly to Motorsport UK's Safeguarding Team.

TAKING APPROPRIATE ACTION





Safeguarding Concern/Incident Reporting Form

If you are not a Club Safeguarding (CS)) and you do not feel comfortable reporting a concern to a CSO please complete this form and sent it to Motorsport UK via the details at the bottom of this document.

If an individual is at an immediate risk of harm please report to the police and/or Children's Services or the Local Authority Designated Officer before informing Motorsport UK Safeguarding team via safeguarding@motorsportuk.org.

Date of Referral								Guide notes	
Date of incident	Incident 1.			Incident 2.			If your concern relates to more than one incident or concern that have taken place over a period of time, please specify here.		
	Incident 3.			Incident 4.					
Previous concerns	Yes	No	Details -					If you are aware of previous concerns raised about this individual please ad this here.	
Referrer details	Name							Please give details of your position within the club if applicable, such as Club Safeguarding Officer.	
	Club								
	Role								
	Contact number								
Referral to external agencies								Please include details of any referral you have made to external agencies such as Police/ Local Authority Designated Officer.	
Who is this report about?	Child's welfare/safety			Yes	No	Please highlight the relevant responses, giving as much information as you have available. If your concern relates to more than one person, please be specific about who they are and whether they have specific needs such as any disabilities, special educational			
	Adult's welfare/safety			Yes	No				
	Adults behaviour toward a child or vulnerable adult			Yes	No				
Child's details	Name			D.O. B					
Motorsport ID number				Club / Team					
Address									



Address			
Contact number			
How do you know about the concerns you are reporting?			<p>You might have; directly witnessed an incident of concern, someone may have informed you of it, a child may have disclosed to you that they are being abused.</p> <p>Please state who and in your own words describe how you have received this information. If you have received a written report please ensure it is made available with this form.</p>
Details of your concerns			<p>When a concern is raised, you should not embark upon an internal investigation.</p> <p>This means that in the initial stages, there is no need to gather statements or interview anyone. If possible please establish / include information to enable us to complete an initial assessment of your concern. If possible tell us the following information:</p> <ul style="list-style-type: none">• What has happened• Where it happened• When it happened• Who is involved, and who did what• Why did it happen <p>Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what.</p>



<p>Has the club taken any action to manage this incident?</p>			<p>Who have you have spoken to about this matter; has it been reported to the Club Safeguarding Officer? Anything else you think might be relevant.</p>
<p>Are you aware of any other evidence which is relevant to your concerns?</p>			<p>This might include photographs, video footage or screenshots. Or you may be aware that an injured person has seen a doctor or been to hospital to seek medical help. You can use this box to tell us about any other information which you think might be relevant.</p>

Please send this form password protected to safeguarding@motorsportuk.org.
If you wish to discuss your concern in before submitting it, please call the Motorsport UK Safeguarding Case Manager on:
T: +44 (0) 1753 765071
M: +44 (0) 7519 801674

Please ensure that this form is kept secure and confidential at all times



Sharing of information

Sharing information with the right people is central to good practice in safeguarding. When sharing information there are six golden rules that should be always followed:

1. Seek advice if in any doubt
2. Be transparent – The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest; base all decisions to share information on the safety and wellbeing of that person or other who may be affected by their actions.
4. Share with consent where appropriate. Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record; record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure; ensure all information shared is accurate, up-to-date, necessary and share with only those who need to have it.



Our Safeguarding Code of Conduct

The AC Owners' Club is committed to creating a safe and welcoming environment for all our members and participants. The club expects all members to conduct themselves according to the code highlighted below. The aim is to create and promote a safe and friendly environment for all. Please read the code of conduct below and if you have any questions, please contact **(insert point of contact for the club and their details)**.

1. **I will** treat everyone with respect in line with Motorsport UK's *Race with Respect* code
2. **I will** set a good example by conducting myself appropriately
3. **I will** maintain a child/adult at risk focused approach and where possible involve them in decisions that may affect them
4. **I will** encourage positive, respectful and safe behaviour by all
5. **I will** be alert to changes in children/adults' at risk behaviour and to signs of possible indications of abuse, neglect and exploitation
6. **I will** recognise that challenging behaviour may be an indicator of abuse
7. **I will** be aware that the personal and family circumstances of some children/adults and other issues of diversity (including disability and communication/learning differences) may lead to an increased risk of abuse
8. **I will** share all concerns about a child's safety and welfare to the Club Safeguarding Officer or Motorsport UK's safeguarding team without delay or if necessary, directly to police
9. **I will** place the safety and welfare of all competitors above the value of winning
10. **I will** promote an environment where poor practice is challenged and reported
11. **I will** familiarise myself with the role of a Club Safeguarding Officer and how to contact them.

Signed: CSO

3rd October 2023

Signed: Chairman

DJG

8th October 2023



Club Safeguarding Officer Profile and Contact details

Joanna Harris

Email: theharrises143@hotmail.com

Phone: 07719 406027

Motorsport UK Safeguarding Department

Email: safeguarding@motorsportuk.org

Phone: 01753 765000 – ask for safeguarding team

Motorsport UK Relevant Safeguarding Documentation

Motorsport UK Child Safeguarding Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport UK Adult At Risk Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport UK Social Media Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport UK Anti-bullying Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport Recording and Retention of Safeguarding Records Policy

<https://www.motorsportuk.org/wp-content/uploads/2020/08/2021-03-17-Motorsport-UK-Rentention-of-Safeguarding-Policy.pdf>

A full list of Motorsport UK Safeguarding policies can be located here:

<https://www.motorsportuk.org/the-sport/policies-guidelines/safeguarding/>

Useful Resources

National Society for the Prevention of Cruelty in Children (NSPCC)

The NSPCC website can be used as a hub for resources and guidance relating to safeguarding and child protection. The link below takes to you their learning page which includes a wide range of educational materials available free to the public for you to choose from.

<https://learning.nspcc.org.uk/safeguarding-child-protection>