



The Eastwood & District Motor Club Limited:

Child Safeguarding Policy and Procedure

Version	person responsible for maintenance	Revision date	Summary of Changes	Endorsed by Club Committee
V 0.1	Club Safeguarding Officer	n/a	n/a	2023.
This policy will be reviewed annually or when there is a legislative change or review due to lessons learnt or best practice guidance				

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Eastwood & District Motor Club Limited: Child Safeguarding Policy

Introduction

The Eastwood & District Motor Club Limited is committed to Safeguarding children in line with national legislation and relevant national and local guidelines.

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

The Eastwood & District Motor Club Limited is committed to creating a culture of zero-tolerance of harm to children which necessitates: the recognition of children who may be at risk and the circumstances which may increase risk; knowing how child abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

The Eastwood & District Motor Club Limited is committed to best safeguarding practice and to uphold the rights of all children to live a life free from harm from abuse, exploitation and neglect.

Our statement

The Eastwood & District Motor Club Limited acknowledges our legal and moral duty of care to safeguard and promote the welfare of children and we are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Motorsport UK requirements.

The Eastwood & District Motor Club Limited 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 Eastwood & District Motor Club Limited 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 Eastwood & District Motor Club Limited acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all children involved.

The Eastwood & District Motor Club Limited 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 Eastwood & District Motor Club Limited recognises that there is a legal framework within which sports need to work to safeguard children 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 child legislation and with local statutory safeguarding procedures.

Actions taken by The Eastwood & District Motor Club Limited will be consistent with the principles of child safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the child concerned.

We want everyone to have a positive and enjoyable experience of sport at The Eastwood & District Motor Club Limited in a safe environment.

We aim to protect everyone from abuse whilst participating in activities provided by The Eastwood & District Motor Club Limited

Our Policy

Policy Principles

- ✓ The welfare of the child is paramount
- ✓ All children, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection
- ✓ Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a child is at risk of harm
- ✓ Children, volunteers, and staff involved in child protection issues will receive appropriate support
- ✓ Staff and volunteers with roles and responsibilities for children and young people will be subject to appropriate safe recruitment checks and safeguarding training
- ✓ Motorsport UK staff and volunteers of our organization will receive appropriate learning and training opportunities to ensure they can make informed and confident responses to safeguarding issues
- ✓ Motorsport UK is committed to providing a safe and positive environment for all children and young people 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 staff 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 children.

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 required 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 Eastwood & District Motor Club Limited will:

- Comply with this policy and supporting guidance from the Motorsport UK Child Safeguarding Policy.
- Appoint one or more CSO(s) who must be licensed with an in date Enhanced DBS by Motorsport UK (no older than 3 years processed via the Motorsport UK system).
- Ensure that all paid and non-paid workers have an enhanced barred list DBS certificate (no older than 3 years processed via the Motorsport UK system).
- Prominently display Motorsport UK'S Club Safeguarding Officer Profile poster with relevant/current name and contact details in suitable visible locations around venue/s.
- On event day the Club's signed Safeguarding Code of Conduct must be prominently displayed at the signing on area.
- Provide ongoing support for the CSO(s) and ensure they are included in all Group communications
- Require CSO to present a 3 monthly Safeguarding Report to include anonymised safeguarding data to identify trends, assess risk and develop practice following lessons learnt and to ensure the Group's governance are informed of all relevant Safeguarding activity.
- We will ensure to include the LADO and NSPCC information within our documentation/posters/websites.

Contact details

Our Club Safeguarding Officer

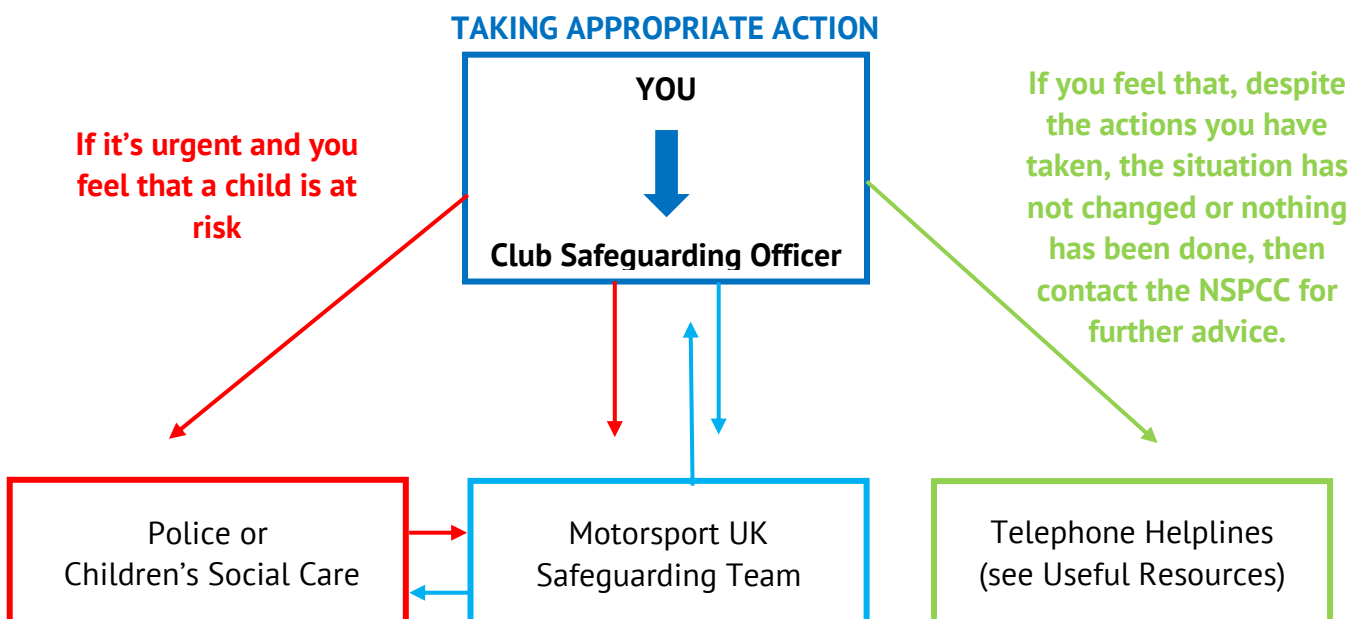
Name: Lisa Gozzard
Tel: 07818 442531
Email: sl.gozzard@outlook.com

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 a child talks to a member of staff about anything that indicates a potential risk to their safety or wellbeing, the staff member will, at the appropriate time, let the child know that in order to help them they must pass the information on to someone who can help or advise.

During the conversation with the child, 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 the child is upset and initiates the contact themselves, this should be recorded and reported.
- Tell the child 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.



Safeguarding Concern/Incident Reporting Form

If you are not a Club Safeguarding Officer (CSO) and you do not feel comfortable reporting a concern to a CSO please complete this form and send 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 this 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.			
	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					
	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		
	Adult's welfare/safety		Yes	No		
	Adult's behaviour towards a child or vulnerable adult		Yes	No		
Child's details	Name		D.O. B		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 needs or additional vulnerabilities.	
Motorsport ID number			Club / Team			
Address						
	Name					

Parent/carer details	Is parent/carer aware of concern?		Yes / No		Complete multiple forms if required.	
	If yes, have they consented to sharing information for safeguarding purposes?		Yes / No			
	Contact number					
Child's family					Please give details of any further family members e.g. mother, father, Carer/Guardian, siblings.	
Adult's name			D.O. B			Please highlight the relevant responses, giving as much information as you have available.
Are they aware of this referral	Yes	No	If yes, have they consented to sharing information for safeguarding purposes?	Yes	No	
Motorsport ID number			Club / Team			
Address						
Contact number						
Adult whose behaviour toward a child is of concern						
Adult's name			D.O. B			Please insure you inform us of all relevant details.
Are they aware of this referral?	Yes		No			Please include their role (competitor/team, driver coach/Motorsport UK Official)
If yes, please give details of all communication / actions taken regarding concern						
Role in motorsport						
Motorsport ID number			Club / Team			
Address						

<p>Contact number</p>		
<p>How do you know about the concerns you are reporting?</p>		<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>
<p>Details of your concerns</p>		<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 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 (DTA) 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 the person or others 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 Eastwood & District Motor Club Limited is committed to creating a safe and welcoming environment for all our members and participants. The points below highlight the basic standards and expectations of all involved in our club, with the primary aim to create and promote a safe and friendly environment for the children at our club to thrive in. Please read the code of conduct below and if you have any questions, please contact Lisa Gozzard, Club Safeguarding Officer.

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 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's 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 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 participants 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.

Once you have read and understood the code of contact, please sign and date below to indicate that you agree to these terms. I understand that if I do not follow the code, I may be subject to disciplinary action such as:

- | | |
|-------------------------------|----------------------------|
| - Verbal warning | - Written warning |
| - Required to attend training | |
| - Required to leave the club | - Suspension from the club |

Name:

Signature: Date:

Relevant Legislation – Child Safeguarding

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Children’s Boards policy and procedures. They take the following into consideration:

England

The Children Act 1989

Children Act 2004

Children and Social Work Act 2017

Working together to Safeguard children 2018 (Department for Education)

What to do if you’re worried a child is being abused: advice for practitioners 2015 (Department for Education)

Mandatory reporting of female genital mutilation 2016 (Home Office)

Wales

The Social Services and Well-being (Wales) Act 2014

Children Act 1989

Children Act 2004

Rights of Children and Young Persons (Wales) Measure 2011

All Wales Practice Guides on safeguarding children.

Scotland

Children and Young People (Scotland) Act 2014

National Guidance for child protection in Scotland 2021b (Scottish Government)

The Children (Scotland) Act 1995

United Nations Convention on the Rights of the Child (Scotland) Bill.

Getting it right for every child (GIRFEC) 2021a (Scottish Government)

National action plan to prevent and tackle child sexual exploitation 2016b (Scottish Government)

Northern Ireland

The Children (Northern Ireland) Order 1995

Safeguarding Board Act (Northern Ireland) 2011

Children’s Services Co-operation Act (Northern Ireland) 2015

Co-operating to Safeguard Children and young people in Northern Ireland 2017 (Department of Health)

Children and Young People’s Strategy 2020-2030, 2021 (Department of Education)

Revised regional core child protection policies and procedures for Northern Ireland 2018
(Safeguarding Board for Northern Ireland)

Club Safeguarding Officer Profile and Contact details

Lisa Gozzard, 07818 442531

Motorsport UK Safeguarding Department

Email: safeguarding@motorsportuk.org

Phone: 01753 765000 – ask for safeguarding team

Motorsport UK Relevant Safeguarding Documentation Policies

Motorsport UK Child Safeguarding 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>

Child Protection in Sport Unit (CPSU)

The CPSU has a more in depth focus on child protection and safeguarding within a sporting environment. Their website includes many brilliant tools for parents, organisations, volunteers competitors and many more which can help develop everyones understanding of how to protect and safeguard young people.

<https://thecpsu.org.uk/>

Working Together to Safeguard Children

The Government publication to safeguard children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Safe CIC

This page includes links to all safeguarding children boards

<https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links>

NHS Safeguarding App

This app is for healthcare professionals, carers and citizens which provides 24-hour mobile access on up-to-date legislation and guidance across safeguarding topics.

<https://www.england.nhs.uk/safeguarding/nhs-england-safeguarding-app/>

Useful Materials

How can sport safeguard children

<https://thecpsu.org.uk/resource-library/videos/how-can-sport-safeguard-children/>

Responding safely to a concern

<https://thecpsu.org.uk/resource-library/webinars/responding-safely-to-a-concern/>

Protecting children from grooming and sexual abuse

<https://thecpsu.org.uk/resource-library/best-practice/protecting-children-in-sport-from-grooming-and-sexual-abuse/>