



The Eastwood & District Motor Club Limited:

Adult at Risk 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.
<i>This policy will be reviewed annually or when there is a legislative change or review due to lessons learnt or best practice guidance</i>				

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
	Our Code of Conduct (to be signed)	13
	Legislation	14 -15
	Contact details & Resources	16-18

The Eastwood & District Motor Club Limited: Adult At Risk Safeguarding Policy

Introduction

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

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

The Eastwood & District Motor Club Limited is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult 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 adults 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 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 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 adults 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 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 adult legislation and with local statutory safeguarding procedures.

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

Our Policy

Policy Principles

- ✓ The welfare of the adult is paramount
- ✓ All 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 staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest an adult is at risk of harm
- ✓ Adults, volunteers, and staff involved in adult protection issues will receive appropriate support
- ✓ Staff and volunteers with roles and responsibilities in safeguarding will be subject to appropriate safe recruitment checks and safeguarding training
- ✓ Motorsport UK staff and volunteers of our organisation 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 involved to enable them 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 adult protection responsibilities
- ✓ To promote consistent good practice
- ✓ To demonstrate our organisation's commitment to safeguarding adults at risk

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 Adults at Risk 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 as a club that we include the LADO and the NSPCC information within our documentation/posters/websites.

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.		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 add 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.
	Adult's welfare/safety		Yes	No	
	Adult's behaviour towards an adult at risk		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
Motorsport ID number		Club / Team			
Address					

Parent/carer details	Name					needs or additional vulnerabilities. Complete multiple forms if required.
	Is parent/carer aware of concern?			Yes / No		
	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		
Are they aware of this referral	Yes	No	If yes, have they consented to sharing information for safeguarding purposes?	Yes	No	Please highlight the relevant responses, giving as much information as you have available.
Motorsport ID number			Club / Team			
Address						
Contact number						
Adult whose behaviour toward an adult at risk is of concern						
Adult's name				D.O. B		
Are they aware of this referral?	Yes			No		
If yes, please give details of all communication / actions taken regarding concern						Please insure you inform us of all relevant details. Please include their role (competitor/team, driver coach/Motorsport UK Official)
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, an adult 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 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 seven Golden Rules that should always be 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 well-being 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.
 - a. 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

These are the basic expectations of all individuals within our club with the primary aim of creating a safe and positive environment for everyone at our club to thrive in. Please read the eleven points below and if you have any questions, please contact Lisa Gozzard, Club Safeguarding Officer.

1. **I will** treat all with respect, in line with the race and respect code of conduct.
2. **I will** set a good example by conducting myself appropriately.

3. **I will** maintain an adult at risk focus and involve them in decisions that affect them
4. **I will** encourage positive, respectful and safe behaviour by all.
5. **I will** be alert to changes in adults at risk's behaviour (when I believe they are at risk) and to signs of negative impact, abuse, neglect and exploitation.
6. **I will** be aware that the personal and family circumstances of some adults at risk and other issues of diversity (including disability and communication/learning differences) may lead to an increased risk of abuse.
7. **I will** share all concerns about an adult at risk's safety and welfare to the Club Safeguarding Officer or the Motorsport UK Safeguarding Team without delay or if necessary, directly to the appropriate authorities.
8. **I will** place the safety and welfare of all participants above the value of winning.
9. **I will** promote an environment where poor practice is challenged and reported.
10. **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
- Required to attend training
- Required to leave the club
- Written warning
- Suspension from the club

Name:

.....

Signature:

Date:

Relevant Legislation – Adults 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 Adults Boards policy and procedures. They take the following into consideration:

- England - The Care Act 2014
- Wales - Social Services and Well Being Act 2014
- Scotland - Adult Support and Protection Act 2007
- Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015
- The Protection of Freedoms Act 2012

- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- Sexual Offences Act 1956 & 2003
- The Human Rights Act 1998
- The Data Protection Act 1998
- The General Data Protection Regulation 2016 Definitions 6

England (Care Act 2014)

<https://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

An 'Adult at Risk' is an individual aged 18 years and over who:

- I. has need for care and support (whether or not the Local Authority is meeting any of those needs);
- II. Is experiencing, or is at risk of, abuse or neglect
- III. As a result of those care and support needs is unable to protect themselves from either risk of, or the experience of abuse or neglect.

Wales (Social Services and Wellbeing Act 2014)

https://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

An "Adult at Risk" is an individual aged 18 years and over who:

- (a) Is experiencing or is at risk of abuse or neglect,
- (b) Has needs for care and support (whether or not the authority is meeting any of those needs) and,
- (c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Scotland (Adult Support and Protection Act 2007)

<https://www.legislation.gov.uk/asp/2007/10/contents>

For the purpose of this Policy the following definitions apply: An "Adult at Risk" is an individual aged 16 years and over who:

- (a) Is unable to safeguard their own well-being, property, rights or other interests
- (b) Is at risk of harm, and
- (c) Because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

NI (Adult Safeguarding Prevention and Protection in Partnership 2015)

<https://www.eani.org.uk/sites/default/files/2018-11/Adult%20Safeguarding%20-%20Prevention%20and%20Protection%20in%20Partnership.%20DHSSPS%202015.pdf>

An Adult at Risk of Harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances.

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

An 'adult in need of protection' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- (a) personal characteristics and/or
- (b) life circumstances and
- (c) who is unable to protect their own well-being, property, assets, rights or other interests; and
- (d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d).

Contacts and Resources

Club Safeguarding Officer Profile and Contact details

Lisa Gozzard, 07818 442531 sl.gozzard@outlook.com

Motorsport UK Safeguarding Department

Email: safeguarding@motorsportuk.org

Phone: 01753 765000 – ask for safeguarding team

Motorsport UK Relevant Safeguarding Documentation

Policies

Adult At Risk Policy

<https://www.motorsportuk.org/wp-content/uploads/2021/07/2021-07-26-motorsport-uk-adults-at-risk-policy.pdf>

Social Media Policy

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

Anti-Bullying Policy

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

Non recent abuse policy

<https://www.motorsportuk.org/wp-content/uploads/2021/07/2021-05-07-motorsport-uk-non-recent-abuse-policy.pdf>

Equality, Diversity Policy

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

Retention of Safeguarding records Policy

<https://www.motorsportuk.org/wp-content/uploads/2020/08/2021-03-17-Motorsport-UK-Retention-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

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400
 Email: Ann-Craft-Trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors
 Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

NHS Every Mind Matters

<https://www.nhs.uk/every-mind-matters/>

Mind

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/mental-health-problems-introduction/about-mental-health-problems/>

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk
www.rapecrisis.co.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625
Web Chat: www.stophateuk.org/talk-to-us/
E mail: talk@stophateuk.org
Text: 07717 989 025
Text relay: 18001 0800 138 1625
By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839
Fax: 020 8392 1830
Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111
www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support