

## **Cookstown Motor Club Safeguarding Policy**

### **Using this template:**

This template is designed for use by all Motorsport UK recognised clubs. Once completed, this policy should be discussed with and signed off by the club committee.

Please add your club name and contact details to the relevant sections. Please ensure you delete this box before publicising this policy.

### **Introduction**

Cookstown Motor Club recognises that we have a moral and statutory responsibility to safeguard and promote the welfare of all of our members this includes members of our committee, our volunteers, participants and those who attend our events socially.

Cookstown Motor Club is committed to providing a safe and welcoming environment where everyone is respected, valued, and supported to participate or volunteer with our club.

This policy is in line with the Motorsport UK Safeguarding Children Policy as Cookstown Motor Club's national governing body.

### **Policy Aims**

The purpose of this policy is to:

- Demonstrate Cookstown Motor Club commitment to safeguarding.
- Promote good practice which encourages the development of a safe and positive environment for all.

### **Policy Principles**

- The welfare of our members is paramount. Cookstown Motor Club has a role to play in protecting our members from physical, emotional and sexual abuse, from neglect and bullying.
- Everyone, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal protection rights.
- Safeguarding is everybody's responsibility. All volunteers and club members have a responsibility to respond positively, swiftly and appropriately in response to any concerns, suspicions, or disclosures that may suggest a child or adult is at risk of harm.

### **Responsibilities**

Members of Cookstown Motor Club committee will:

- embed this policy and work according to its principles.
- promote and publicise this policy with all members.
- ensure it has a minimum of one Club Safeguarding Officer, licenced by Motorsport UK who is in receipt of an enhanced DBS/PVG check.
- Support the Club Safeguarding Officer in their role.
- Ensure that any services contracted out to other providers take into account the requirement to safeguard our members from abuse, neglect or harm.

Members of Cookstown Motor Club will:

- act according to the principles of this policy and associated procedure.

Cookstown Motor Club] Club Safeguarding Officer will:

- Meet the annual licence requirements set out by Motorsport UK.
- Promote their role to the community.
- Be contactable during all club events.
- Attend training as required by Motorsport UK.
- Embed local safeguarding policies and procedures and work in support of the Local Authority Designated Officer (if required to do so).
- Support the implementation of safer recruitment requirements, ensuring that anyone classed as being in regulated activity with children has appropriate suitability checks completed.

## Contact

### **Cookstown Motor Club - Club Safeguarding Officer**

Name: Barry Boyle

Email: [bazzabpat@hotmail.com](mailto:bazzabpat@hotmail.com)

### **[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

This policy has been signed off by Cookstown Motor Club on 1<sup>st</sup> January 2025.

## [INSERT CLUB NAME] Safeguarding Procedure

### Using this template:

The purpose of this template is to support clubs to document how the steps they will take should they be made aware of any safeguarding concerns.

All recognised Motorsport UK clubs are required to have a safeguarding procedure in place. Once completed, this procedure should be discussed with and signed off by the club committee. This procedure can be used in conjunction with the Motorsport UK Safeguarding Children Procedure.

Please add your club name and contact details to the relevant sections. Please ensure you delete this box before publicizing this procedure.

### Introduction

The purpose of the [INSERT CLUB NAME] Safeguarding Children 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 different 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><li>• Neglect</li><li>• Domestic Abuse</li><li>• Bullying &amp; cyber-bullying</li><li>• Poor practice</li></ul>	<ul style="list-style-type: none"><li>• Physical Abuse</li><li>• Emotional Abuse</li><li>• Sexual Abuse</li><li>• Neglect</li><li>• Self-neglect</li><li>• Domestic Abuse</li><li>• Financial Abuse</li><li>• Discriminatory Abuse</li><li>• Institutional Abuse</li></ul>

<ul style="list-style-type: none"> <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>• 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>
<p>Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a></p>	<p>Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a></p>

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

### **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 someones 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:

<b>DO</b>	<b>DO NOT</b>
<ul style="list-style-type: none"> <li>• Allow them to speak freely</li> <li>• Remain calm</li> <li>• Listen</li> <li>• Provide reassurance</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> </ul>

<ul style="list-style-type: none"> <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>• Over-react</li> <li>• Be led by your own feelings</li> <li>• Challenge or confront the alleged perpetrator</li> </ul>
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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.

### Reporting

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.

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 (see appendix).

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 form at [www.motorsportuk.org/the-sport/safeguarding/sharing-a-concern/](http://www.motorsportuk.org/the-sport/safeguarding/sharing-a-concern/)

## 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

Appendix 1 – Reporting routes

<b>Recognise:</b>	Breach of Race with Respect Peer-on-peer abuse Poor Practice	Concern about welfare outside of motorsport	Any allegation which meets the safeguarding threshold <sup>1</sup>
<b>Report to:</b>	CSO	CSO, Local Authority of NSPCC Helpline	CSO or Motorsport UK Safeguarding Team
<b>The CSO will:</b>	<ol style="list-style-type: none"> <li>1. Obtain a record of the incident, the people involved and any actions taken.</li> <li>2. Notify Motorsport UK if an immediate suspension is required while investigations take place.</li> <li>3. Obtain statements from the parties involved</li> <li>4. Seek to understand any mitigating or aggravating factors.</li> <li>5. Provide a report to the Motorsport UK Incident Triage Panel with recommended outcomes.</li> </ol>	<p>EITHER:</p> <ol style="list-style-type: none"> <li>1. Refer to the Motorsport UK Safeguarding Team</li> </ol> <p>OR:</p> <ol style="list-style-type: none"> <li>2. Report directly to the Local Authority Safeguarding Team where the child lives with support/advice from the Motorsport UK safeguarding team if required.</li> </ol>	Report this to Motorsport UK Safeguarding Team using the Referral form on the website

<sup>1</sup> As detailed in the Motorsport UK Safeguarding Case Investigation Procedure