



**THE TRACK ACTION RACING CLUB  
SAFEGUARDING Policy and GUIDELINES**

## V2

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**If you believe someone is immediate danger, you can contact the following agencies:**

**Police – 999**

**Children’s Social Services – Local Government Authority**

**Please contact a Designated Safeguarding Officer as advised later in this policy once the police have been contacted.**

## 1. INTRODUCTION:

Track Action have a moral and legal obligation to ensure that, when given responsibility for everybody they are all provided with the highest possible standard of care. Through the implementation of this Safeguarding, Policy, and Guidelines document and with the support of its employees and volunteers, Track Action aims to assist Motorsport UK to maintain the professionalism and safeguards of good practice, which are associated with our sport.

The policy outlines the following key areas:

- It recognises the responsibility of all those involved in Motorsport (professionals and volunteers) to safeguard and promote the interests and wellbeing of everybody with whom they are working with;
- It provides a framework for the recruitment, selection, suitability, and deployment of individuals working with young, vulnerable individuals and others,
- It emphasises the value of working closely in partnership with all others involved to protect young, vulnerable individuals and others from harm and discrimination,
- It acknowledges that abuse can take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected, will further safeguard all within Motorsport.

## 2. POLICY STATEMENT:

This statement defines the stance of Track Action on issues relating to safeguarding young, vulnerable individuals and others defining what the club is committed to, in providing a safe environment for such people.

The Track Action Policy Statement on Safeguarding is as follows:

- The individual's welfare is paramount.
- All individual's whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity or orientation, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- It is the responsibility of Everybody alongside the Designated Safeguarding Officers (DSO's) to report concerns to Motorsport UK who will in turn determine whether or not abuse has taken place.

The issue of safeguarding is covered in organisational risk assessments and as a result both individual's and staff or volunteers should be adequately protected. Checks carried out through Motorsport UK to the DBS have been set up to increase access to information, in order to help provide protection for all people against those who might wish to harm them. The aim of this is to make justifiable levels of information available to people responsible for recruitment decisions so that they can decide for themselves if someone has an unsuitable background.

## 3. KEY PRINCIPLES OF SAFEGUARDING:

The welfare of everybody, all participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language, or sexual identity have the right to be protected from abuse or harm. All allegations, suspicions or concerns of abuse, neglect, harm, and poor practice will be taken seriously and responded to swiftly, fairly, and appropriately. Track Action meetings and activities will follow and adhere to the Motorsport UK Race with Respect values:

- Respect
- Integrity
- Fair play
- Self-Control
- Good Manners

#### 4. GOOD PRACTICE GUIDE FOR OFFICIALS AND MEMBERS:

Abuse is a very difficult situation for all officials and having the right systems in place can help all concerned. The club has appointed a number of people to fulfil the role of Designated Safeguarding Officers (DSO) for the club. Their role will be to offer advice in the prevention of abuse, issue guidelines on how to deal with the discovery of abuse, follow agreed procedures and develop systems which allow complaints to be heard.

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Officials or volunteers may have regular contact with young and vulnerable individuals and are an important link in identifying cases where an individual needs protection. All suspicious cases of poor practice should be reported to the club.

All personnel within sport should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within sport:

Good Practice means:

- Always working in an open environment, hence avoiding private or unobserved situations.
- Treating all people equally and with respect and dignity.
- Making sport fun, enjoyable and promoting fair play.
- Involving parents / guardians wherever possible.
- If children have to be interviewed ensure officials work in pairs.
- Ensuring that children should be accompanied by parents / guardians preferably with a member of the same sex.
- Try to set a good example in your behaviour at all times.
- Give constructive feedback rather than negative criticism.
- Be aware of any medicines being taken by participants or any existing injuries.
- Keeping a written record of any injury that occurs, along with the details of treatment given

You should never:

- Engage in rough, physical, or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to an individual, even in fun.
- Let allegations an individual makes go unchallenged or unrecorded.
- Do things of a personal nature that individuals can do for themselves.
- Conduct any interview without a parent / guardian being present or without a witness.

Tasks should only be carried out with the full understanding and consent of parents / guardians and in an emergency situation, parents / guardians should be fully informed. It is important to ensure all officials are sensitive to the individual and undertake personal care tasks with the utmost discretion. In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent / guardian, including hospitalisation.

## 5. DESIGNATED SAFEGUARDING OFFICERS (DSO) & OTHER CONTACTS:

Track Action's DSO handle all safeguarding issues. Prior to appointment, this person will be required to undertake a Disclosure & Baring Service Check and some will have a role within the club management structure. Once clearance has been received from the Motorsport UK Safeguarding Team, Motorsport UK registration cards will be issued to validate the appointment and they will access designated training arranged via Motorsport UK.

The role of the DSO is crucial in ensuring that Track Action's Safeguarding Policy and Implementation Procedures work in practice.

The DSO act as the first point of contact for anyone in the club who has a concern about an individual and about poor practice or possible abuse by anybody.

The DSO therefore aim to be perceived as being approachable and as having a focussed approach.

The DSO are not perceived to be an "expert" in safeguarding that is the role of the statutory agencies (Police and Social Services). Ideally, they should have a background in working with vulnerable people such as teachers, childminders, social workers, Police child protection team officers, or child health workers.

**Track Action's Designated Safeguarding Officer is:**

<b>VICKIE MACCLINTON</b>

Phone: 07449 555081 Email: <a href="mailto:vickiemacclinton@gmail.com">vickiemacclinton@gmail.com</a>

### Motorsport UK Safeguarding Contact

NAME	TELEPHONE	EMAIL
Safeguarding Team	01753 765 071	<a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a>

## 6. WHAT TO DO IF ABUSE IS SUSPECTED OR ALLEGED TO HAVE OCCURED:

If a person informs you directly that they are being abused outside the Motorsport UK environment (i.e., at home or some other setting) or through your own observations or through a third party you become aware of possible abuse outside the event environment, you must react immediately.

- Ensure the safety of the person. If the person needs immediate medical treatment, take the person to hospital, or call an ambulance, inform doctors of your concerns, and ensure they are aware that it is a safeguarding issue;
- Contact the DSO immediately either in person or by the reporting systems above who will follow the reporting procedures detailed below. If the DSO isn't available or cannot be contacted then contact MUK Safeguarding Team.
- Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Child Line on 0800 1111.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the DSO

## What should you do if there are allegations of abuse?

### Always:

- Stay calm - ensure the individual is safe and feels safe.
- Show and tell the individual that you are taking what they say seriously.
- Reassure the individual and stress that they are not to blame.
- Be honest; explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the individual has said as soon as possible after the event.
- Maintain confidentiality - only tell others if it will help protect the individual.

### Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigation.
- Take sole responsibility - consult someone else so you can begin to protect the individual and gain support for yourself.

You may be upset about what the individual has said or you may worry about the consequences of your actions. Sometimes people worry about people being removed from their families as a result of abuse but in reality, this rarely happens. The effects of abuse on individuals can be devastating, especially if they are left unprotected or do not receive help to cope with the abuse.

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with individual complainants could prejudice the integrity of evidence that may eventually have to be presented in court. There are particular problems with regard to gaining information from individuals with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without "leading" the individual.

### What is abuse?

Abuse is a term used to describe ways in which individuals are harmed, usually by adults and often by people they know and trust. It refers to the damage done to an individual's physical or mental health. Individuals can be abused within or outside their family, at school and in a sports or community environment.

Abuse can take many forms and includes physical abuse by adults or other children, neglect, sexual abuse, emotional abuse and bullying. It is important to note that an individual could be displaying some of the signs of being abused, or behaving in a way which is worrying - this does not necessarily mean they are being abused. Similarly, there may not be any signs and you may just feel something is wrong.

## 7. REVIEW PERIOD:

The Policy and Guidelines as written are seen as a live document, capable of being reviewed and amended according to need on an ongoing basis. For the sake of continuity and consistency, the review period other than that occasioned by changes in the enabling Act(s) shall be at the start of each year. The BARC welcomes any written comments or suggestions regarding the Policy and Guidelines and their application, at any time.

## 8. FURTHER HELP:

If you want to talk things through to gain some advice, you can phone the following 24-hour free telephone numbers. You do not have to give your name but it is helpful if you can.

ORGANISATION	TELEPHONE	EMAIL
NSPCC	0808 800 5000	<a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Child Line	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>

If you have had an allegation made against you, advice and support can be gained from the following sources:

ORGANISATION	TELEPHONE	EMAIL
Motorsport UK	01753 765000	<a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a>
Citizens Advice Bureau	Local Variation	<a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>

## 9. ADDITIONAL RESOURCES:

### Motorsport UK Resources:

- Safeguarding Policies & Guidance - [Policies - Motorsport UK - The beating heart of UK motorsport](#)
- Safeguarding Training - [Training - Motorsport UK - The beating heart of UK motorsport](#)
- Safeguarding Resources - [Safeguarding Resources - Motorsport UK](#)
- Suitability Checks - [Safeguarding - Motorsport UK - The beating heart of UK motorsport](#)
- Reporting Concerns - [Sharing a Concern - Motorsport UK - The beating heart of UK motorsport](#)