



**THE MOTORCYCLE UNION OF IRELAND
(ULSTER CENTRE)**

**SAFEGUARDING
CHILDREN & YOUNG
PEOPLE
IN
MOTOR SPORT**

(20th January 2014)

Foreword

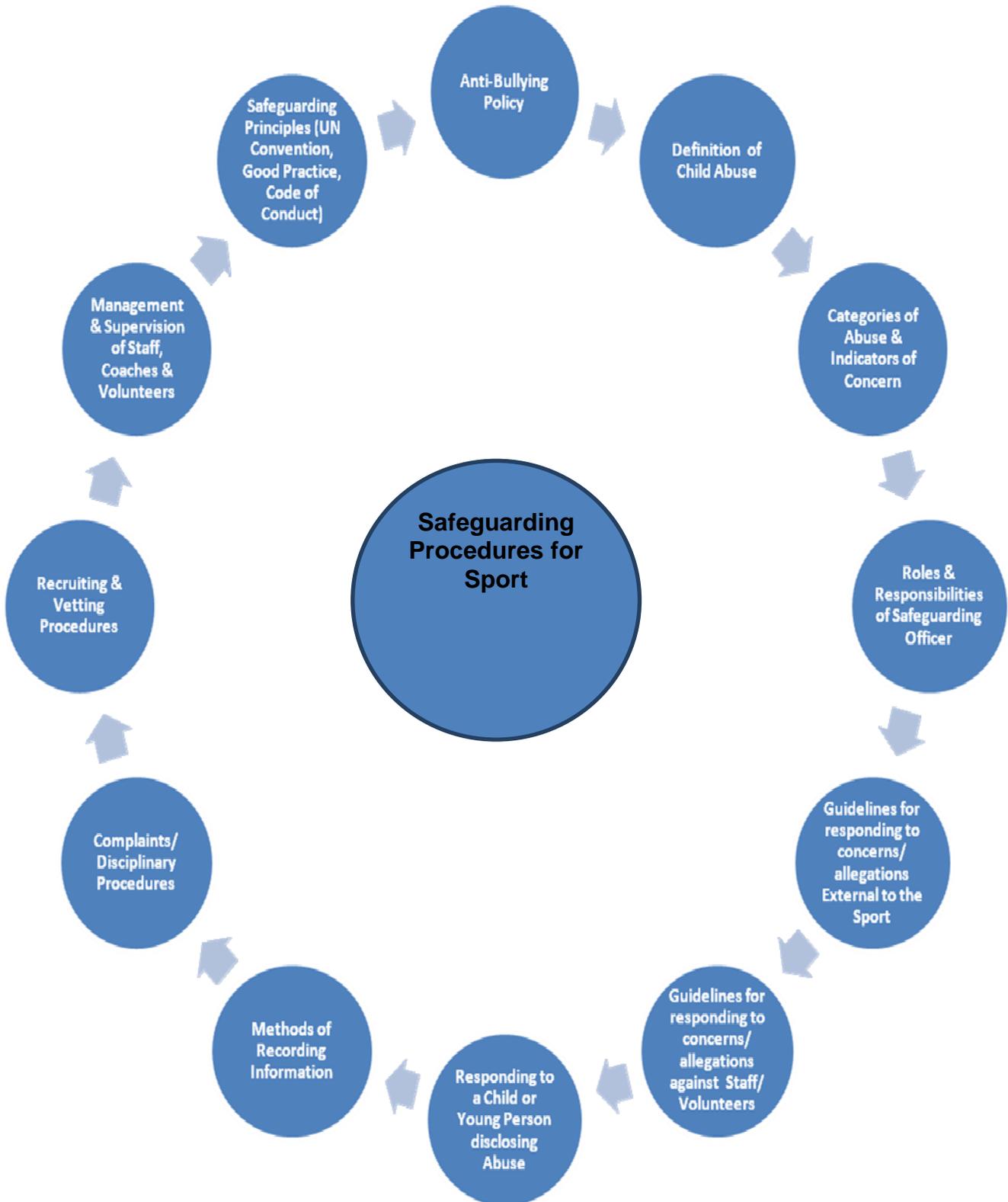
Motor sport provides an excellent opportunity for children and young people to learn new skills, become more confident and maximise their own unique potential. Children and Young People have a lot to gain from Motor Sport. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Club members play an important role in promoting good practice for Children and Young People in Motor Sports.

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What are Safeguarding Procedures?

Child Safeguarding procedures are the way in which the organisation/club manages and deals with concerns about safeguarding children and young people. Procedures are how you implement your policy statement. All sporting organisations/clubs should have procedures in place which cover the following areas:-



MCUI [UC] Safeguarding Policy Statement

The Motorcycle Union of Ireland (Ulster Centre) / MCUI [UC] acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the requirements laid out by Sport NI and the NSPCC Child Protection in Sport Unit.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:-

- have a positive and enjoyable experience of sport at MCUI [UC] events in a safe and child centred environment.
- are protected from abuse whilst participating in MCUI [UC] events or outside of the activity.

Safeguarding or Child Protection

The term child protection has been expanded to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as “Doing everything possible to minimise the risk of harm to children and young people.”

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- Ensuring volunteers/staff are properly checked when they are recruited;
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

MCUI [UC] acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy MCUI [UC] will:-

- promote and prioritise the safety and wellbeing of children and young people.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in MCUI [UC]. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The 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 Safeguarding Board NI, UK Sport and/or Home Country Sports Councils and NSPCC CPSU.
- as a result of any other significant change or event.

(Last reviewed January 2014)

E-Safety

“Social networking and other interactive services are part of our contemporary culture but we need to be aware of the possibility of potential risk and of their misuse. Our responsibility is to safeguard children and young people who enjoy the opportunity for creativity and online expression but who are sometimes unaware that their words and images can be manipulated and exploited by online predators. Cyber bullying, grooming for potential abuse, identity theft and exposure to inappropriate content such as self-harm or adult pornography, are endemic. Children, young people, parents, guardians and carers using a networking site should be aware of the need to protect their privacy online. Officials and competitors in motor sport should understand the risks in posting and sharing content which may subsequently damage their reputation before they link their web page/profile to the sports profile”.

E.G.M. MARCH 2015

MCUI [UC] Safeguarding Standards

The MCUI [UC] is committed to the full implementation of the following safeguarding standards. This should provide parents with increased confidence and peace of mind. Most important of all, they will help to maintain safe environments for children, where they can enjoy and get the very best from their involvement in sport.

Standard 1 – Safe Recruitment

MCUI [UC] and its affiliated clubs do not employ staff. However, it does have a Safeguarding Officer, Trainers/Coaches/Instructors and the Licence Registrar who holds personal data in relation to all MCUI [UC] Licence Holders (including Children & Young People).

Therefore, MCUI [UC] will:-

- Provide a written role description for these positions. See Appendix 1.
- Ratify at Management Committee level the people in these roles.
- Ensure anyone engaged in these roles:-
 - Provides proof of ID e.g. passport, driving licence, etc. See Appendix 4
 - Completes an Application Form. See Appendix 2.
 - Provides references. See Appendix 3.
 - Completes an Access NI disclosure check. See Appendix 4.

Standard 2 – Effective Management

The following information is current best practice in volunteering within clubs. It would be good for clubs to adapt and use.

Good management of volunteers will contribute to safe activities for children. Good management will also create an atmosphere where volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place. We would wish to advise clubs of the following;

1. Volunteers should be made aware of how to access training. MCUI [UC] require all those coaching/instructing children to attend safeguarding training within 6 months of taking up the role and on a regular basis. In addition to this we would ask clubs to ensure all their volunteers are made aware of MCUI [UC] reporting procedures that have been sent out to clubs (appendix 8) and are also available on the MCUI [UC] website.
2. Clubs should take time to induct volunteers on MCUI [UC] policies and procedures. A sample induction checklist is attached for club information, and this is also available on the website (appendix 5).
3. Clubs should introduce a system for reviewing a volunteer's role. Clubs may consider doing this on an annual basis, perhaps as part of pre-season planning. This will help to ensure clubs get the best out of volunteers and will provide volunteers with the opportunity to progress to new roles that accommodate their own particular skills and aptitude. This should assist the clubs to retain volunteers in fulfilling roles".
4. Ensuring code of conduct for MCUI [UC] Members (Instructors/Volunteers -see Appendix 6) are signed.

The MCUI [UC] will:-

- Promote its Safeguarding Policy & Procedures with volunteers, parents/guardians and young people.
- Implement its Reporting Procedure to deal with any infringements.

Standard 3 – Safeguarding & Reporting Procedures

Basic Principles of Supervision

- Children & young people participating in the event must have a responsible adult present at the event.
- Dangerous behaviour by Children & Young People should not be allowed.
- Pay particular attention to the needs of individual participants e.g. those with disabilities.
- Children & Young People will be safer if supervised by two or more adults.
- Children & Young People must not be left unsupervised at any venue, whether it be indoors or outdoors.
- Monitor any physical contact (e.g. supporting or guiding children on their bikes).

Definitions of Abuse

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, either by adults or other young people but often by people they know and trust. It refers to the damage done to a child's physical, emotional or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse has been categorised (Children (NI) Order 1995) into four different types:

Physical abuse where adults or other children:-

- Physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning).
- Give or allow children alcohol, inappropriate drugs or poison.
- Attempt to suffocate or drown children.
- In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body or capability.

Neglect includes situations in which adults:-

- Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication).
- Consistently leave children alone and unsupervised.
- Fail or refuse to give children love, affection or attention.
- Neglect in a sports situation might also occur if an official, coach or instructor fails to ensure children are safe or exposes them to undue cold, danger or risk of injury.

Sexual abuse...boys and girls are sexually abused when adults (male or female) or other young people use them to meet their own sexual needs. This could include:-

- Full sexual intercourse, masturbation, oral sex, fondling.
- Showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes.
- Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse can occur in a number of ways. For example, where:-

There is persistent lack of love or affection.

- There is constant overprotection which prevents children from socialising.
- Children are frequently being shouted at or taunted.
- There is neglect, physical or sexual abuse.

- Emotional abuse in sport might also include situations where parents or coaches/instructors or officials subject children to constant criticism, verbal abuse, bullying or unrealistic pressure to perform to high expectations.

Bullying

Though not a formal category of child abuse bullying is often identified as the most common concern expressed by young people. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

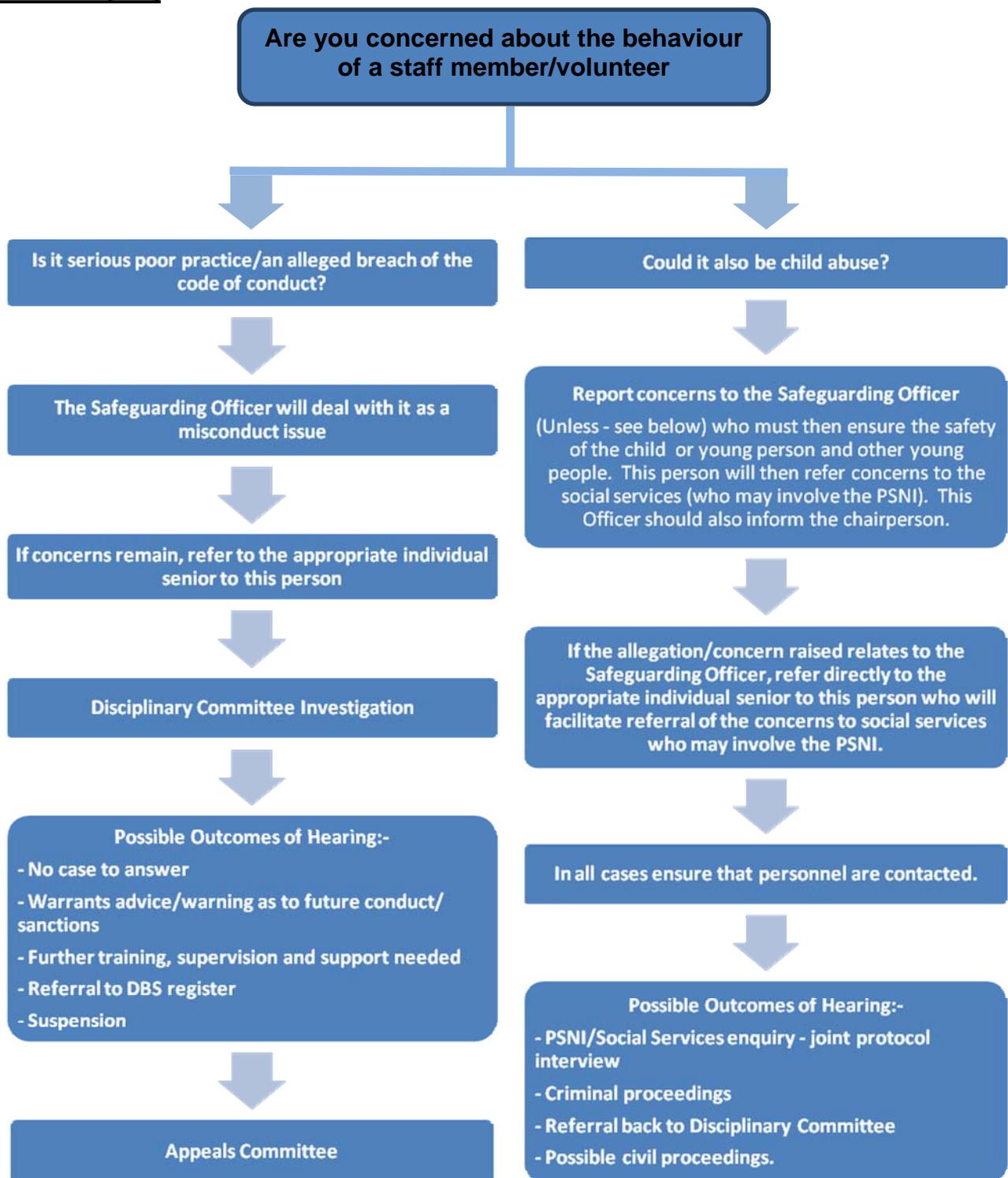
Anyone can be a target of bullying, sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture, or present as anxious or insecure.

For MCUI [UC] Anti-bullying Policy – see Appendix 7.

Role of the Safeguarding Officer

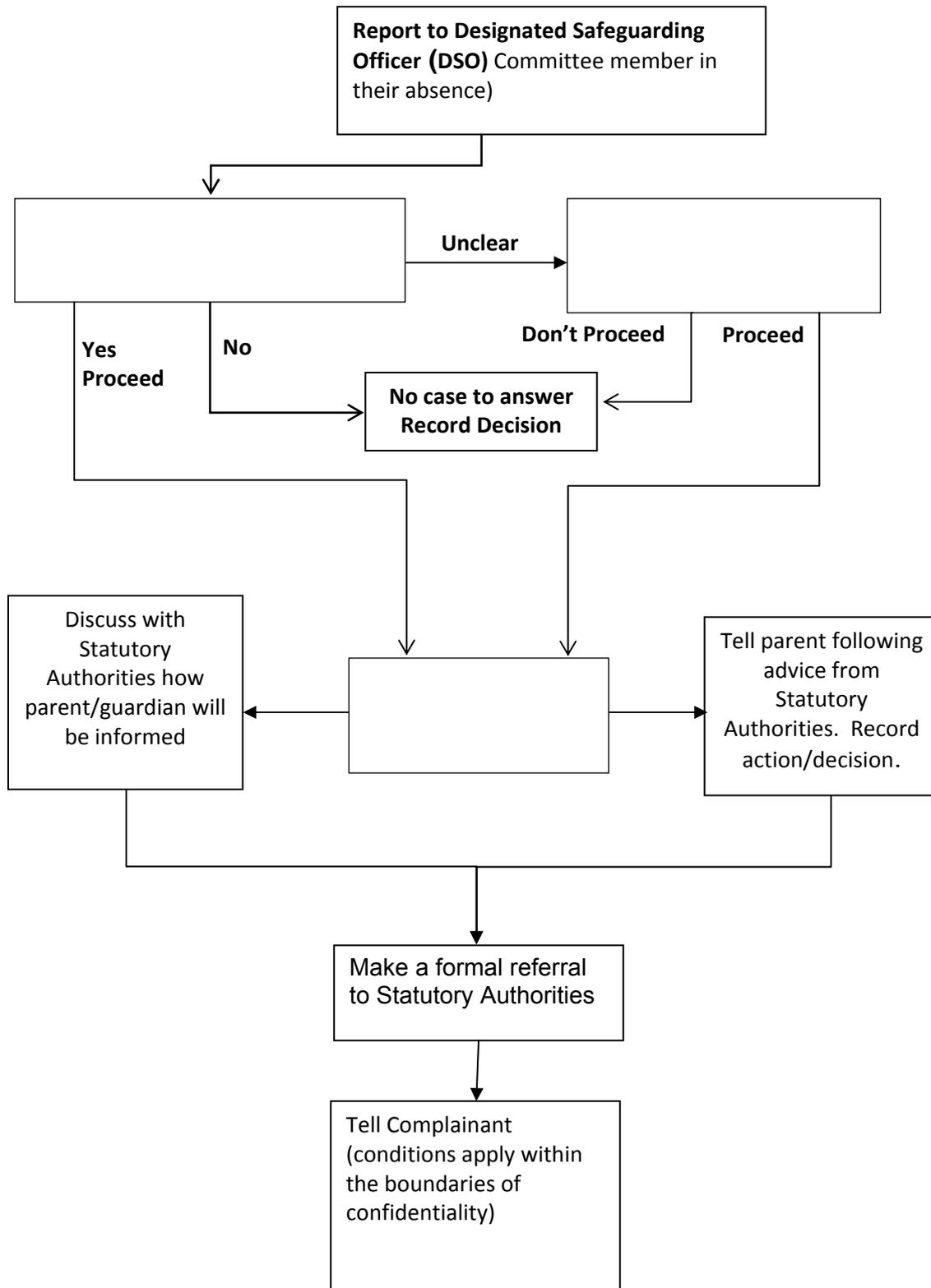
- To promote awareness of the MCUI [UC] Policy, the Principles of Good Practice and Codes of Conduct for Children and Young People in Motor Sport.
- To influence policy and practice within the Club in order to prioritise children and young people's needs.
- To act as an advisor to MCUI [UC] members on best practice in regard to children and young people in motor sports.
- To ensure that children and young people know how to make concerns known to appropriate adults or agencies.
- To have knowledge of correct reporting procedures through the statutory authorities.
- To encourage the involvement of parents/guardians in MCUI [UC] Club activities and to co-operate with parents/guardians in ensuring that each child or young person enjoys involvement in motor sports.
- To promote awareness of the Code of Conduct for Participants in Motor Sport.
- To promote awareness of the 'Code of Conduct: MCUI [UC] Members (Instructors/Volunteers)' by regular information sessions and/or discussions with MCUI [UC] Members.
- To report regularly to the MCUI [UC] Management Committee.
- To have knowledge of guidelines for dealing with disclosure.
- To monitor changes in members i.e. drop-outs, etc and follow up.
- To keep up to date with current issues regarding safeguarding.
- To establish a child/young person-centred ethos within the MCUI [UC].
- To work with Sport NI and NSPCC CPSUNI and have knowledge of its Safeguarding Standards for Sports Governing Bodies.

Responding to Allegations or Concerns against a Member or Individual involved with MCUI [UC]



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

When the Complaint is about possible abuse outside the organisation



Responding to Concerns

Guidelines for responding to concerns are as outline below.

DO's:-

- Stay calm.
- Listen and hear. Give the person time to say what they want.
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately.
- Record in writing what was said as soon as possible.
- Report to someone else in the organisation i.e. the Designated Safeguarding Officer.
- Record your report.

DON'T:-

- Panic.
- Promise to keep secrets.
- Enquire into the details of the abuse.
- Make a child or young person repeat the story unnecessarily.
- Ask leading questions.

What to Record

The ABC of good record keeping:-

- Accuracy – can I stand over every word? – fact versus opinion.
- Belief – What do you believe the purpose of your recording is? Are you clear?
- Completeness – Have all the issues been recorded?
- Diligence – Is the record the best it can be?
- Effectiveness – Will it convey what the person said?
- Finish – Is the presentation clear, concise and accurate?

Sports people need to be aware that records can be used for criminal investigations of children and young person's abuse cases. It is therefore crucial that when recording concerns particular attention is paid to the above points for recording with particular reference to recording the facts as presented to the person.

See Appendix 8 – Safeguarding Incident Report Form.

Additional features of recording to consider

Record & Consideration	<ul style="list-style-type: none">• The designated person (Safeguarding Officer) should always have sight of the record and consideration be given to his/her signing it.• Questions such as:-<ul style="list-style-type: none">• Do users of your service know that records re concerns, allegations or complaints may be recorded and forwarded on to Social Services.• Is the information first hand or third party?• A sample recording sheet should be included in your Safeguarding Procedures.
Data Protection Act (1988)	<ul style="list-style-type: none">• Does your organisation clearly display a statement about confidentiality and how individual rights will be respected, as well as an understanding that the welfare of the safeguarding principle overrides confidentiality in favour of protection.• The Data Protection Act regulates what information can be shared and with whom. Safeguarding takes precedence.

Duty to refer to Disqualification and Barring Service

Under the Safeguarding Vulnerable Groups Act, all organisations have a duty to refer information to the Disqualification and Barring Service (DBS) in certain circumstances. In all cases there are two conditions, both of which must be met, to trigger a referral to the DBS by a regulated activity provider.

A referral MUST be made to the DBS if the MCUI [UC]:

- a. withdraws permission for an individual to engage in regulated activity, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because
- b. they think that the individual has:
 - engaged in relevant conduct;
 - satisfied the criteria set out in the Harm Test; or
 - received a caution or conviction for a relevant offence.

If both conditions have been met, the MCUI [UC] must refer the information on to the DBS.

The referral must be made to the DBS when the MCUI [UC] has (in following with good practice) gathered sufficient evidence as part of its investigations to support its reasons for withdrawing permission for the person in question to engage in regulated activity, consulted with the relevant social services or police if appropriate.

The MCUI [UC] must also be informed if any club removes an individual from engaging in regulated activity for reasons outlined above to enable the MCUI [UC] to consider the information and decide about the persons coaching award.

Additional information on the DBS and the referral process can be found on the DBS website: www.homeoffice.gov.uk/dbs

Missing Children and Young People at Sports Events Process

Young children are occasionally separated from their parents/guardians or carers when in public spaces and particularly when these are crowded. This can cause distress to both parents and their children even when the separation lasts only for a few minutes. The purpose of these guidelines is to set out a common framework for the dealing with lost children.

Due to the nature of the events run by the MCUI [UC] we need to acknowledge that on occasions children may leave the company of their parents/guardians and therefore we must be able to respond to this situation.

- The MCUI(UC) advises clubs to consider implementing the following best practice guidelines:

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- Place a reception unit close to where the PSNI have based themselves.
- Ensure that Marshals have a method of communication to race organisers and reception unit.
- Marshal awareness is imperative to the success of the Lost Child Process. All Marshals need to be aware of the step-by-step operation of a Lost Child Process particularly their role to ensure the safety of the lost child. It is not sufficient to rely on common sense alone as staff/volunteers may quite unwittingly place a child in their care in a potentially

dangerous situation unless they follow the agreed process. Guidance needs to be maintained to ensure new marshals are informed and existing marshals do not forget.

Sometimes a member of the public will be the first person to see a young child on their own, perhaps in distress. Make sure that Marshals/Club Officials are easily identifiable so that the child can be placed quickly into their temporary care and the Lost Child Process can be initiated.

Some of the actions set out below will be common to all MCUI [UC] events. Others will be agreed locally depending on the nature and size of the event, the type of communications systems available and the personnel involved. The organisers of a local event will need to agree the operational steps best suited to their circumstances. They should concentrate on how they set about finding a separated child and how marshals communicate with each other and with the PSNI. Some procedures should be followed for every Lost Child process. For example, there needs to be a process to ensure that the child is only released to a parent/guardian (identity to be confirmed first) or other authorised person such as a PSNI Officer.

The following steps should be followed by volunteers when a child is found who has become separated from his or her parent/guardian/carer:

- Get down to the child's level, smile and introduce yourself – remember the young person might be very frightened.
- Inform the Race Control immediately that you have found a young person. They can then inform the PSNI and the Event/Club's Safeguarding Officer/Race Co-ordinators.
- Report your location and all available details of the young person – ie make a note of the circumstances in which the young person has gone missing and where he/she was last seen and prepare a detailed physical description of the person, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the PSNI.
- An announcement should be made over the public address system **using only the young person's gender, approximate age and description of clothing.**
- If a public address system is not available course organisers can use volunteers/club officials, etc to locate parents. At no stage should the young person's identity be revealed during this process.
- Take the child to the nearest place of safety, well within public view, and report to the PSNI officers at that position if available. The PSNI should then allow you to resume your official duties.
- If the PSNI take some time in getting to your location you should request the immediate assistance of the Clerk of Course and Safeguarding Officer.
- Make a brief search of your immediate surrounding area with the child remaining in full view of others.
- Stay with the child until the child is reunited with its parent/guardian or carer.
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- Do not release the child to anyone under the age of 18. People under the age of 18 cannot be held responsible for any harm that happens to a child in their care.
- If it is necessary to take the child to a separate room or private area, ensure that at least two club members/officials stay with the child.
- Remember not all children will be able to communicate clearly and some children/ young persons may have special needs.
- **FOR MEDICAL REASONS DO NOT GIVE ANY REFRESHMENTS TO CHILDREN**
E.G.M. March 2015
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Steps to take when a parent/guardian/carer reports a lost child to a Club Member or Race Official:-

- Report your location and all available details of the child – name, age, description, details of clothing and when and where last seen etc to Race Control for edited circulation (only the child's gender, approximate age, description of clothing and where last seen to be circulated).
- Make sure PSNI and Safeguarding Officer are informed immediately.
- Make as full a search as possible of the surrounding area.
- Make a record of incident or give all details to the event Safeguarding Officer.
- If the event is at an enclosed venue, direct club volunteers or members to the main exits/entrances to try and ensure that the child does not leave the venue.

Administrative Procedures for Child & Young People Participating in Motor Sport

The MCUI [UC] and its affiliated clubs will ensure the following forms are completed:-

At MCUI [UC] Level

- **MCUI [UC] Application for a National Junior or Adult Competition Licence** (available from the MCUI [UC] Licencing Registrar and/or via the MCUI [UC] Website). This is completed at the beginning of each season. It is noted that for Short Circuit and Road Racing the Medical Consent is obtained at the beginning of the season as part of the competitor's Application for a National Junior or Adult Competition Licence, as both these types of event have the MCUI [UC] Medical Team and recognised Qualified First Aid agencies present.
- **Guidelines on Photography & Consent Form** – see Appendix 11. This form should be completed at the time of application for a National Junior/Adult Competition Licence.

At Club Level

- **Code of Conduct for Participants in Motor Sport** – see Appendix 6 b. This form should be completed at the time a competitor applies to join the club to compete.
- **Letter to Parents/Guardians Advising of Safeguarding Procedures** – See Appendix 9. This letter should be issued at the time a competitor and/or parent/guardian approaches a Club about joining/competing.
- **Parental/Guardian Consent Form** – See Appendix 10. This form should be completed at the time the competitor applies to join the club to compete.
- **Code of Conduct for Parents/Guardians** – see Appendix 6 c. This form should be completed at the time a competitor applies to join the club to compete.
- **Trials Events Only** – a new Parental Consent Form should be filled in at each event.

Governing Body's Safeguarding Officer Contact Details

Valerie Crichton
10 Bann Drive
Londonderry
BT47 2HW

Tel: 028 7134 3970
Mobile 07809552770
Email : jvccomms@aol.co.uk

Advice about contacting statutory organisations

If you want to talk things through or gain 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.

NSPCC helpline: 0808 800 5000
www.nspcc.org.uk

ChildLine: 0800 1111
www.childline.org.uk

Child Protection in Sport Unit (NSPCC) 9.00-5.00 hrs week days

Paul Stephenson
02890351135
pstephenson@nspcc.org.uk

EACH DESIGNATED AND CLUB SAFEGUARDING OFFICER HAS THE RESPONSIBILITY TO FAMILIARISE THEMSELVES WITH THEIR LOCAL SOCIAL SERVICES GATEWAY TEAM CONTACT NUMBERS AVAILABLE.

Health and Social Care Trusts in NI	Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for on- going professional liaison for advice on concerns.
Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 03001000300
Southern HSC Trust	Tel: 08007837745
Belfast HSC Trust	Tel: 028 90 507000
Western HSC Trust	Tel: 028 71314090

Regional Emergency Social Work - available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24 hour cover over public holidays.
028 9504 9999

If you have had an allegation made against you, advice and support can be gained from the **Local Citizens' Advice Bureau** - Refer to Yellow Pages for contact details.

Complaints Procedure

(note these are for technical/ racing complaints for safeguarding concerns please see reporting procedures)

The MCUI [UC] has the following procedures in place if a competitor or parent/guardian of an under 18 year old wishes to make a complaint:-

- Step 1 Discuss with the Clerk of Course at the event. This should be done in an appropriate manner, remembering to respect the other person's rights and dignity.
- Step 2 Right to appeal a decision. This process will incur an administrative charge of £25 which is refunded if successful.
- Step 3 Appeal panel consisting of:-
- 2 MCUI [UC] Stewards
 - 2 Club Stewards
 - Clerk of Course (non-voting member)
 - Where specific safeguarding issues are being considered the Designated Safeguarding Officer should be in attendance to ensure the interests of the child/young persons are represented
- Step 4 The person is still not happy with the decision they can then take the complaint to the MCUI [UC] Governing Body who will convene a review panel.

Standard 4 – Codes of Behaviour

The MCUI [UC] has thorough and clearly defined written Codes of Behaviour that include positive statements and what behaviour to be avoided :-

- Code of Practice for MCUI [UC] Members (Instructors/Volunteers) – See Appendix 6a.
- Anti-bullying Guidelines – See Appendix 7.

- Code of Practice for Young People in Motor Sport – See Appendix 6 b.
- Code of Practice for Parents/Guardians/Adults – See Appendix 6 c.
- Guidelines for Residential/Away Trips/Travel/Access – See Appendix 12.

Standard 5 – Sharing Information

The MCUI [UC] has comprehensive written procedures for obtaining information from and communicating with all stakeholders that includes the promotion of:-

- Safeguarding Policy & Procedures (including the Club Framework for Safeguarding Standards in Sport) is available on the MCUI [UC] Website and has been circulated to all Clubs affiliated to the MCUI [UC].
- Letter to Parents/Guardians Advising of Safeguarding Policy – See Appendix 9.
- Parental/Guardian Consent Form – See Appendix 10.
- MCUI [UC] Safeguarding Incident Form – See Appendix 8.
- Attendance Sheets from Safeguarding Training are retained by the MCUI [UC] Safeguarding Officer.

Guidelines on Confidentiality

Confidential information is defined by DHSSPS (2009) as ‘...sensitive information given in a context where the giver understood it would not be shared with others’.

There is a common law duty on everyone not to pass on such information to others. However, this is not an absolute duty. Information can be shared if there is an overriding public interest in disclosure, a Court Order requires the information to be shared, or, informed consent has been given to share the information. Children and Young People have a right to know the standards of confidentiality maintained by those providing their support and these standards should be made explicit by volunteers at the first point of contact.

Information should be shared in a manner that is underpinned by the principles outlined in the Children (NI) Order (1995), Human Rights Act (1998) Data Protection Act (1998), and Regional Child Protection Committee Policy and Procedures.

‘The child’s welfare must always be paramount and this overrides all other considerations. A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is a conflict the child’s interests are paramount’ (DHSSPS 2003, Cooperating to Safeguard Children).

The MCUI [UC] requires volunteers to:-

- Respect people’s right to confidentiality;
- Ensure that people are informed about how and why information is shared; and
- Disclose information (to relevant people – Gateway Team, PSNI, DSO) if they believe that someone may be at risk of harm, in line with the law of the country.

Guiding Principles to Record Retention Periods

In order to determine how long records should be kept there are a number of guiding principles:-

The Data Protection Act 1998 requires that personal information should be:-

- adequate, relevant and not excessive for the purposes(s) for which they are held (third principle).
- accurate and where necessary kept up to date (sixth principle).

- not kept for longer than is necessary for its purpose(s) (fifth principle).

The implication of these principles is that organisations need to have procedures to cover the review of personal/sensitive information held on files. Essentially it means that organisations must assess how long they need to keep the information for, the purpose for which they are holding it and when it will be destroyed.

Guidance contained within *Data Protection Act 1998: Guidance to Social Services (2000)* is a useful point of reference for organisations to consider as it represents what can be regarded as best practice. This guidance states that: “Where no legal requirement to retain information beyond the closure of the record exists, the authority will need to establish its own retention periods. Normally personal information should not be held for longer than 6 years after the subject’s last contact with the authority. Exceptions to the 6 year period will occur when records:-

- Need to be retained because the information in them is relevant to legal action that has been started.
- Are required to be kept longer by law.
- Are archived for historical purposes (e.g. where the organisation was party to legal proceedings or involved in proceedings brought by a statutory organisation). Where there are legal proceedings it is best to seek legal advice about the retention period of your records.
- Consist of a sample of records maintained for the purposes of research.
- Relate to individuals and providers of services who have, or whose staff, have been judged unsatisfactory.
- Are held in order to provide, for the subject, aspects of his/her personal history (eg where the child might seek access to the file at a later date and the information would not be available elsewhere).

Type of record	Retention Period
<p>Child welfare concerns that your organisation refers on to children’s social services or the police e.g. this would include concerns about physical, sexual, emotional or neglect of a child, disclosures from a child about being abused or information from a third party which might suggest a child is being abused; concerns about a parent or another adult that uses your organisation, or a young person who has been abused by another young person.</p>	<ul style="list-style-type: none"> • The referral should be acknowledged in writing by children’s social services and your organisation keeps this on file. • Records should be kept for 6 years after the last contact with the service user unless any of the exemptions apply (listed above) or if your organisation is required to comply with any other statutory requirements.
<p>Child welfare concerns that your organisation decide, after consultation, do not necessitate a referral to children’s social services or the police. In such circumstances the organisation should make a record of the concern and the outcome e.g. where a child has been bullied, overly pushy parents or a very distressed child where the distress is unrelated to child abuse.</p>	<ul style="list-style-type: none"> • Destroy the record a year after the child/adult concerned ceases to use the service unless the child or adult are continuing to use your organisation.

<p>Concerns about people (paid and unpaid) who work with children and young people, e.g. allegations, convictions, disciplinary action, inappropriate behaviour towards children and young people. For example where an employee/volunteer has breached the code of conduct, a record of the behaviour, the action taken and outcome should be recorded.</p>	<ul style="list-style-type: none"> ● Personnel files and training records (including disciplinary records and working time records) - retain for 6 years after employment ceases. However the records should be retained for a longer period if any of the following apply:- <ul style="list-style-type: none"> ➤ There were concerns about the behaviour of an adult who was working with children where s/he behaved in a way that has harmed, or may have harmed, a child; ➤ The adult possibly committed a criminal offence against, or related to, a child; ➤ The adult behaved towards a child in a way that indicates he/she is unsuitable to work with children. In such circumstances records should be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer.
--	---

Standard 6 – General Health & Safety

The MCUI [UC] has clear and comprehensive procedures relating to general safety and management of activities contained within its MCUI Constitution, Ulster Centre General Rules, MCUI Competition Rules, MCUI Standing Regulations, Event Specific Supplementary Regulations, and MCUI Code of Practice. These rules, regulations and code of practice provide guidance on first aid, risk assessment and how the MCUI [UC] operates a Safety Committee, Track Inspection Committee and the roles and responsibilities of Stewards of the Meeting with regard to general health and safety.

Insurance is arranged for each event by the Club through the Ulster Centre of the Motor Cycle Union of Ireland and carried by Willis Ltd. The policy covers public liability. The limit of indemnity under the policy is £30 million for any one incident, which also includes personal accident cover for officials. The Policy held by the Ulster Centre has been submitted to and approved by the Department for Regional Development Road Service.

Health, Safety & Environmental Policy for Children & Young People in Motor Sport

The MCUI [UC] regards the promotion of health, safety and environmental measures as a mutual objective for members at all levels. It is therefore our policy to do all that is reasonable to prevent personal injury, damage to property and the environment, and to protect everyone from foreseeable hazards, including the public in so far as they come into contact with the organisation.

MCUI [UC] Responsibilities:-

- To provide and maintain safe and healthy conditions, taking account of any statutory requirements.
- To promote and provide training and instructions to enable members to perform their tasks safely and efficiently.
- To create and maintain procedures in the investigation of accidents or incidents with the objective of introducing measures to prevent a reoccurrence.

- To make available all necessary safety devices and protective equipment and to supervise their use.
- To maintain a constant and continuing interest in health, safety and environmental issues applicable to activities of the MCUI [UC], in particular, by consulting and involving members whenever possible.
- To make available First Aid and sanitation facilities.
- To provide and maintain heating and ventilation as required.
- To provide and instruct members on fire precautions, etc.

Members Responsibilities:-

- To work safely and efficiently.
- To adhere to health, safety and environmental procedures.
- To report incidents or faulty equipment that may lead to injury or damage.
- To wear protective clothing.

It is the policy of the MCUI [UC] to discourage smoking. This policy is to protect the health, safety and comfort of members who would otherwise be subject to the risks of passive smoking and to allow for an unpolluted environment.

Implementation & Monitoring

This Policy & Procedures as agreed is seen as a live document, capable of being reviewed and amended according to need on an on-going basis. For the sake of continuity and consistency, any review period other than that occasioned by changes in the enabling Act(s) should not be less than one year.

This Policy & Procedures (including the Club Framework for Safeguarding Standards in Sport) is available on the MCUI [UC] Website and has been circulated to all Clubs affiliated to the MCUI [UC].

The Motorcycle Union of Ireland (Ulster Centre) welcomes any written comments or suggestions, particularly from parents/guardians and/or children and young people regarding the Policy and its application, at any time.

Incidents, allegations, etc are centrally recorded by the MCUI [UC] Safeguarding Officer who presents an Annual Report to MCUI [UC] Management Board.

The MCUI [UC] have completed and submitted the 'Implementation Framework for Safeguarding Young People in Sport in Northern Ireland' for external auditing purposes by the NSPCC.

Appendices

Appendix 1 – Job Descriptions (Safeguarding Officer & Coach/Instructor)

ROLE DESCRIPTION FOR SAFEGUARDING OFFICER

Typical work Activities

A Club Safeguarding Officer is there to assist, and liaise with, the MCUI [UC] and the Governing Body Designated Safeguarding Officer to fulfil its responsibilities to safeguard children and young people at regional and/or club level and to promote and assist in the implementation of its safeguarding policy.

They will be the first point of contact for Club or Centre enquiries and approaches whether from officials, volunteers, parents/guardians or children/young people themselves where concerns about children's welfare, bullying, poor practice or child abuse are identified.

They should promote and ensure that confidentiality is maintained at all times.

They should sit on the Club's Management Committee.

MCUI [UC] Governing Body Designated Officer(s) should confirm by sight original Access NI vetting checks and record same on a spread sheet for all persons who it is deemed necessary to vet due to their role.

Knowledge

- Basic knowledge of core legislation and MCUI [UC] Policy and guidelines for Safeguarding.
- Basic knowledge of (or ability to research) roles and responsibilities of statutory agencies concerned with safeguarding issues and be able to identify local/regional points of contact.
- Encourage the adoption of, and gain knowledge of, own Club and MCUI [UC] policy and procedures related to safeguarding children and young people.
- Awareness and knowledge of good practice in safeguarding.

Skills and Administration

- Basic administration and maintenance of records.
- Ability to provide basic advice and support.
- Good communication and inter-personal skills.
- Ability to promote the MCUI [UC] policy and procedures.
- Ability to provide information about local resources.
- Children and Young People focused approach.

Training Required

- Appropriate recognised 'Safeguarding Children and Young People in Sport' Training for example Sport NI/NSPCC Training/ Keeping Safe Training

JOB/ROLE DESCRIPTION FOR COACH/INSTRUCTOR

Motorsports coaches/instructors help people participating in motorsport to work towards achieving their full potential. They may support a wide range of competitors/participants, working with them closely to improve performance. They may also have a role in encouraging underrepresented groups or young people to participate in varying kinds of motorsport activities.

Motorsports coaches/instructors bring out ability by identifying needs and planning and implementing suitable training programmes. Whatever the context, coaching involves developing the participant's physical and psychological fitness and providing the best possible practical conditions in order to maximize their performance. Coaches/Instructors must be aware of their ethical and legal obligations to their clients.

Typical work Activities

Coaching roles vary hugely according to context, but typical work activities are likely to include:-

Performance Management

- Evaluating performance and providing suitable feedback, balancing criticism with positive and motivating comments.
- Assessing strengths and weaknesses in a participant's performance and identifying areas for further development.
- Adapting to the needs and interests of the group or individual participant.
- Communicating instructions and commands using clear, simple language.
- Demonstrating an activity by breaking the task down into a sequence.
- Encouraging participants to train and perform to a high standard of health and safety at all times.
- Inspiring confidence.
- Developing knowledge and understanding of fitness, injury, sports psychology and nutrition.
- Acting as a role model, gaining the respect and trust of the people you work with.
- Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements.

Planning and Administration

- Producing personalised training programmes.
- Maintaining records of participant performance.
- Co-ordinating participants' attendance at training events.
- Planning and running programmes of activities for groups and/or individuals.
- Planning a work/training schedule.

Training Required

- Safeguarding in Sport Awareness course (refresher to be done every 3yrs).
- Basic First Aid course (refresher to be done every 3yrs) if deemed necessary by Club/Centre.
- Good knowledge in the area of motorsport in which the applicant wishes to coach:-
 - Trials - previous experience in riding for at least one season in the MCUI UC Ulster Championship at least one grade higher than the level that the applicant is going to coach at. Good general knowledge of trials bike mechanics, appropriate safety equipment and riding gear.
 - Short Circuit – previous experience at riding short circuit races for at least one season at competition level. Good general knowledge of motorcycle mechanics, appropriate safety equipment and riding gear.
- Be willing to attend any coaching seminars or attain any coaching qualifications identified as necessary by the Club, Centre, 2&4 Wheel or NSPCC Child Protection in Sport Unit.

Appendix 2 – Application Form (MCUI [UC] Safeguarding Officer & Coach/Instructor)

All information received in this application form will be treated confidentially

Name:			
Maiden Name: (if applicable)			
Address: How long have you lived at this address?			
Previous address(es)			
Have you ever lived outside NI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please list addresses: (continue on separate sheet if necessary)			
Place of Birth:		Date of Birth:	
Telephone No:		National Insurance No:	
Are you?	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student
	<input type="checkbox"/> Homemaker	<input type="checkbox"/> Retired	<input type="checkbox"/> Other
Previous role experience & any relevant qualifications			

<p>Have you previously been involved in voluntary work?</p> <p>If yes, please give details:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

How much time can you commit?		Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Morning							
	Afternoon							
	Evening							

Do you have any spare time hobbies, interests or activities?	
--	--

Do you agree to abide by The Motorcycle Union of Ireland (Ulster Centre)'s Code of Conduct (copy included with this form)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Have you completed Safeguarding Awareness Training?	
---	--

If yes, who was it organised by and when approximately	Organiser: _____ Date: _____
--	---------------------------------

Do you agree, if necessary, to undergo specific training on the role of the: _____ (position being appointed)	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Any other relevant information?	
---------------------------------	--

Please supply the names of two responsible people (not related to you) whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator/official in your last club.

Name:	Name:
Address:	Address:

Telephone:	Telephone:
Designation:	Designation:

**DISCLOSURE OF CRIMINAL CONVICTIONS
FOR THOSE WORKING/VOLUNTEER IN NORTHERN IRELAND
Please read this information carefully**

Statement of non-discrimination

This club is affiliated to The Motorcycle Union of Ireland (Ulster Centre) and is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of:

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young riders to sign the declaration and return it marked confidential to (Valerie Crichton, 10 Bann Drive, Londonderry, BT47 2HW). An arrangement will be made with you to discuss any clarification if required.

Should you require further information, please contact (Valerie Crichton Tel: 028 7134 3970 - Designated Safeguarding Children Officer).

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB/ORGANISATION: _____

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

Advice to Applicants

You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from participating as a volunteer unless the MCUI [UC] considers that the conviction renders you unsuitable. In making this decision the MCUI [UC] will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Thank you for your co-operation.

Have you ever been convicted of a criminal offence, been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that NI Sports Forum as the umbrella organisation used by MCUI [UC] carrying out the check will share the information returned with the Designated Safeguarding Children Officer of MCUI [UC].

Have you ever been known to any Social Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>

Confirmation of Declaration (<i>tick box below</i>)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the Club or The Motorcycle Union of Ireland (Ulster Centre) of any future convictions or charges.

Signature: _____

Print Name: _____

Date: _____

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access NI check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	
Recommendation (with reasons)	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

Signature/Position held: _____

Date: _____

Self-declaration and disclosure form for those not in regulated activity

(Marshals etc)

Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Signature of authorised Officer:	
Print name:	
Date:	

Part Two

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Social Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	

Appendix 3 – Request for References Form (MCUI [UC] Safeguarding Officer & Coach/Instructor)

The following person: _____ has expressed an interest in working for: A Motorcycle Union of Ireland (Ulster Centre) affiliated club.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate’s suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?

2. In what capacity? _____

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:-

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, The Motorcycle Union of Ireland (Ulster Centre) is anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

If you have answered **YES** we will contact you in confidence.

Signed: _____

Date: _____

Print Name: _____

Position: _____

Organisation: _____

Please return to _____

The Motorcycle Union of Ireland (Ulster Centre) Designated Safeguarding Officer

Appendix 4 – Process for managing Access NI disclosure checks

ACCESS NI DISCLOSURE CERTIFICATE

APPLICATION FORM AND GUIDELINES

(Up to date forms and guidelines can be found on web site

www.nidirect.gov.uk/accessni)

The MCUI [UC] Safeguarding Officer or Licensing Registrar will administer the process for regulated posts (ie Safeguarding Officer & Coach/Instructors. **The MCUI [UC] has a service Level Agreement with the NI Sports Forum to act as an Umbrella organisation for our sport.** Please see ID validation form on next page which must be signed by the designated safeguarding children officer in the club or a senior person in their absence)

Appendix 4 continued - ID and Role Validation Form

It is standard good recruitment practice for employers to satisfy themselves as to the identity of those applying for positions. NISF, as an Umbrella Body who are assisting other organisations through the checking process, must ensure documentary evidence is validated to enable NISF to indicate on the AccessNI Disclosure Application form (Part E), the checks have been made. Organisations must ensure they comply with Access NI Code of Practice Section 3.

VALID ID DOCUMENTS: Three documents must be produced in the name of the applicant; one from Group 1 and two from Group 2 (listed below). If this is not possible, then four documents from Group 2 must be produced. It is preferred that at least one of these documents includes photographic identification. The Chairman or Responsible Officers should use this form and tick the appropriate boxes to indicate what ID has been checked. This ID Validation Form may be made available to AccessNI on request and therefore will be retained for 90 days after the disclosure certificate has been issued.

Name of Applicant: _____

Applicant's Confirmation: *'I agree to passing written approval to the Governing Body and the Northern Ireland Sports Forum'.*

Yes No **(please tick as appropriate)**

Applicant's Signature: _____

Governing Body Confirmation

Will the work be carried out at the home of the applicant? No Yes

Is the role applied for formally supervised?

It is expected that sports clubs will be working to best practice standards and ensuring that no coaches/volunteers are left isolated when working with children. But the term "supervised" in the context of the legislation refers to ensuring that a person can be formally supervised by someone else in a position of authority, with line management responsibility for that individual who is, themselves, in regulated activity. Will the applicant be supervised at all times while operating on behalf of your sport? To enable an Enhanced Disclosure with a Barred List Check to be undertaken you must tick **no**:

Yes No

Type of Barred List Check (is the applicant working with children or vulnerable adults or both)

Does this position require a check of the Children's Barred List? (Regulated Activity)

Yes No

Does this position require a check of the Vulnerable Adults' Barred List? (Regulated Activity)

Yes No

Application Type:

New post holder Existing post holder Re-check of existing post holder

Contact details:

Name of MCUI [UC] Contact (to notify on receipt of certificate):

Email Address of MCUI [UC] Contact (to notify on receipt of certificate):

Telephone No/Mobile No of Contact (to notify on receipt of certificate):

I confirm that the information pertaining to the role of the above named person is accurate and true. I have checked the identity of the above named individual against the documents listed and have established that this is the person applying for a disclosure certificate.

ID Check By: _____ *Name (Chairman/Responsible Officer)*

Role in Club: _____

Date ID Check Carried Out: _____

Signed: _____ **Date:** _____

Payment Enclosed: Yes No

(Volunteers £5 to cover admin costs/Paid Position £35 - Cheques payable to Northern Ireland Sports Forum)

Access NI Disclosure Form Enclosed: Yes No

Please use the checklist below to indicate the ID checked and return to Northern Ireland Sports Forum along with completed ID Validation form and payment. Many thanks.

GROUP 1		GROUP 2	
<input type="checkbox"/>	Current Passport (any Nationality)	<input type="checkbox"/>	Birth Certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
<input type="checkbox"/>	Biometric Residence Permit (UK)	<input type="checkbox"/>	Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
<input type="checkbox"/>	Current Driving Licence (UK, ROI, Isle of Man or Channel Islands)	<input type="checkbox"/>	Adoption Certificate (UK, Isle of Man, or Channel Islands)
<input type="checkbox"/>	Original Birth Certificate (UK, Isle of Man or Channel Islands) issued at time of birth	<input type="checkbox"/>	HM Forces ID Card (UK)
<input type="checkbox"/>	Original Long form Irish Birth Certificate – issued at time of registration of birth	<input type="checkbox"/>	National Insurance Card (UK)
		<input type="checkbox"/>	Firearms Licence (UK and Channel Islands)

		<input type="checkbox"/>	Bank/Building Society Account Confirmation Letter
<p>*documentation must be less than 3 months old</p> <p>** documentation must be issued within the last 12 months</p>		<input type="checkbox"/>	Electoral ID Card (NI Only)
		<input type="checkbox"/>	EU National ID Card
		<input type="checkbox"/>	Certificate of British nationality
		<input type="checkbox"/>	Letter of Sponsorship from future employment provider
		<input type="checkbox"/>	Cards carrying the PASS Accreditation logo (UK and Channel Islands)
		<input type="checkbox"/>	Senior SmartPass (Translink) (NI Only)
		<input type="checkbox"/>	Current UK Driving Licence (old paper version)
		<input type="checkbox"/>	Current Non-UK/ROI Photo Driving Licence
		<input type="checkbox"/>	Examination certificates (16-18 year olds only)
		<input type="checkbox"/>	Bank/Building Society Statement (UK or EEA)*
		<input type="checkbox"/>	Credit Card Statement (UK or EEA)*
		<input type="checkbox"/>	Utility Bill (UK or ROI)* - not mobile phone
		<input type="checkbox"/>	Benefit Statement (UK)*
		<input type="checkbox"/>	Addressed payslip*
		<input type="checkbox"/>	A document from central government or council giving a form of entitlement (UK and Channel Islands)*
		<input type="checkbox"/>	Mortgage Statement (UK or EEA)**
		?	Financial Statement (UK)**
		?	P45/60 Statement (UK and Channel Islands)**
		?	Land and Property Services Agency rates demand (NI only)**
		?	Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)**

Appendix 5 – Induction Checklist for Safeguarding Officer, Coach/Instructor

This is a sample and clubs should amend accordingly

The induction is to help a new starter/volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable. Complete the form by entering the instructors/coaches initials and the date alongside each item as the information or documents are given to the volunteer. If the induction is carried out by one instructor/coach only and all on the same day, leave these columns blank and complete the signature section at the bottom of the form.

Name of Club	
Club Address	
Name of New Starter	
Start Date	
Role	

General Information

- Explanation of Induction
- Introduction to colleagues

Personal Details

- Received & signed code of conduct
- Agree to attend Safeguarding training or already completed
- Have received volunteer handbook/information

Hours of commitment	
---------------------	--

Sickness/Illness

- I will try to inform lead coach well in advance if I am unable to attend a coaching session or Competition

Holidays

- I will try to inform lead coach well in advance if I am unable to attend a coaching session or Competition due to holidays

Current Holiday Commitments	
-----------------------------	--

Tour of Premises (if appropriate)

- Show where the cloakroom, exits/entrances, emergency and fire exits, fire alarm, first aid points, kitchen, prohibited areas, hazards, notice boards and any areas required are.

Expenses

- Allowances
- Training opportunities
- Insurance
- Other benefits

Health & Safety

- Health & Safety Policy
- Fire procedures and drills
- First aid / accident procedures
- Security arrangements / locking venue
- Health & safety and protective measures
- Emergency procedures
- Health & safety training
- Smoking policy
- Risk assessments

Role and Organisation

- Club Structure and services
- Training opportunities
- Canteen/refreshments facilities
- Use of club facilities
- Social and Recreational Facilities
- Transport and Parking

Rules and Discipline

- Disciplinary, Grievance and Appeal
- Other relevant Procedures

Useful Contacts

Club Secretary	
Safeguarding Officer	

Trial Period (if appropriate)

- Please indicate below any further reading/familiarisation identified for the probationary period eg specific policies and/or procedures.

Signature	
Date of Completion of Induction	

RETURN A SIGNED COPY OF THIS DOCUMENT TO THE CLUB SECRETARY

Appendix 6 a - Code of Conduct: MCUI [UC] Members (Instructors/Volunteers)

Rights: To promote the rights of all individuals to participate in Motor Sport.

Responsibilities: To maintain the highest standards of personal behaviour between members at all times.

Relationships: Must be open, honest and based on mutual respect.

A code of conduct is an established and accepted code of behaviour which the MCUI [UC] adopts to ensure the safety and well-being of all its members. The MCUI [UC] aims to facilitate the creation of a safe environment, provide effective management and supervision of all activities and maximise the safeguarding of children and young people, and also of its members against fake allegations.

MCUI [UC] Members should never:

- Engage in rough, physical games including horseplay.
- Restrain a child or young person for any reason as it could be misinterpreted as assault except in exceptional life-threatening circumstances.
E.G.M. MARCH 2015
- Permit abusive behaviour e.g. physical or verbal bullying, ridiculing, etc.
- Allow bigoted behaviour to go unchallenged e.g. racist, sectarian, homophobic, political, religious beliefs, sexual orientation, age or disability.
- Allow inappropriate language to be used unchallenged.
- Consume alcohol or illegal drugs at any time when children and young people are under their care/supervision.
- Smoke while children or young people are under their care/supervision.
- Make suggestive remarks or gestures, even in fun.
- Allow or engage in inappropriate touching of any kind.
- Engage in sexually provocative games.
- Make sexually suggestive comments about or to a child or young person, even in fun.
- Go into a toilet alone with a child or young person.
- Take children or young people to your home, van, motor home or caravan.
- Let allegations a child or young person makes go unchallenged or unrecorded.
- Keep suspicions of abuse or inappropriate behaviour of a member to yourself; always speak to the Safeguarding Officer about your concerns.
- Believe "it could never happen to me".

MCUI [UC] Volunteers should:

- Be a good role model.
- Provide an example you wish others to follow.
- Recognise that special caution is required, even in sensitive moments, such as dealing with bullying, bereavement, abuse.
- Ensure they maintain healthy, positive and professional relationships with all young riders. Instructors/volunteers and others in positions of authority and trust in relation to riders aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists
- Treat everyone with respect.
- Make sport fun and enjoyable and promote fair play.

- Be mindful of the fact that children and young people with disabilities may be more vulnerable.
- Always be open, positive and encouraging.
- Be respectful of the needs and development stage of a child or young person.

Principles of Good Practice

- Promote the general welfare, health and full development of children and young people, and protect them from harm of all kinds.
- Recognise that children and young people have rights and treat them with dignity and respect.
- Information of a confidential nature will only be communicated on a 'need to know' basis.
- Practice emergency situations eg fire, injury.
- Keep up to date with technical skills, insurance and new procedures in motor sport and children and young people's issues.
- Keep accurate and up to date records of attendance register, accident and incident books, authorisation and consent forms, etc.
- Raise awareness about what children are entitled to be safeguarded against.
- Adopt and apply a clearly defined method of recruitment and selection of staff/volunteers engaged in regulated roles e.g. instructors, safeguarding officers, licence registrar.
- Plan the events of the sport so as to minimise opportunities for children and young people to suffer harm.
- Ensure there are adequate numbers of personnel to supervise events in line with the governing body and local authority guidelines.
- Develop effective procedures in responding to accidents and complaints and to alleged or suspected incidents of abuse.
- Carry out risk assessments and complete appropriate paperwork.
- Establish links with parents/guardians and other relevant agencies.
- Ensure that staff/volunteers who work with children and young people are supported and safeguarded.
- Always give enthusiastic and constructive feedback.
- Any activity involving potentially dangerous equipment must have constant adult supervision at all times.
- Prevent any form of direct or indirect discrimination or victimisation.
- Promote equal opportunities for people with disabilities.
- Secure fair participation for all.

Volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents/guardians.
- Not to be left vulnerable when working with children.

Emergency action and first aid

All coaches/instructors/volunteers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures. This will include:-

- Access to First Aid personnel and/or equipment.
- Telephone contact if the participant is a minor.
- Telephone contact to the Emergency Services.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Instructor/Volunteer's Signature:	
Print Name:	
Position held:	
Date:	

Code of Conduct for Participants in Motor Sports

The Motorcycle Union of Ireland (Ulster Centre) is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, officials and parents associated with the club should, at all times, show respect and to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Safeguarding Officer. The _____ Club Safeguarding Officer is _____.

The Motorcycle Union of Ireland (Ulster Centre) affiliated clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of _____, you are expected to abide by the following youth code of practice:-

Children/Young People are expected to:-

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other club members and riders, and have a positive attitude.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the event area.
- Behave and listen to all instructions from the club official/coach/instructor. Compete within the rules and respect the officials and accept their decisions.
- Take care of equipment owned by the club including the land used by the club.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying or threatening behaviour via social media eg chat rooms, Facebook or Twitter.
- Refrain from bullying or persistent use of rough and dangerous play.
- Challenge or report the bullying of your peers.
- Members must wear suitable kit for training and sessions, as agreed with the club.
- Members must pay any fees for training or events promptly.
- Youth members are not allowed to smoke on club premises/at events or whilst representing the club/centre at competitions.
- Youth members are not allowed to consume alcohol or drugs of any kind at club events or whilst representing the club/centre.
- Report inappropriate behaviour or risky situations for youth members.
- Compete fairly and be trustworthy and do not cheat or be violent/aggressive.
- Show appropriate loyalty and be gracious in defeat.
- Keep themselves safe and make the club/event a **fun** place to be.

Children/Young People have the right to:-

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.

- Privacy.
- Enjoy their sport in a protective environment.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be protected from abuse by other member or outside sources.
- Be believed.
- Ask for help.
- Be referred to professional help if needed.

Any misdemeanours and general misbehaviour will be addressed by the immediate official and reported verbally to the designated safeguarding officer. Persistent misbehaviour will result in dismissal from the club/sport. Parents/guardians will be informed at all stages.

Dismissals can be appealed by the young person (with parental support) with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Signature of Young Person:	
Printed Name of Young Person:	
Signature of Parent/Guardian:	
Printed name of Parent/Guardian:	
Date:	

Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

- Natural mother always has parental responsibility.
Natural father gains parental responsibility:
 - If married to the mother at the time of birth or subsequently marries her.
 - Through an agreement witnessed by solicitor or a Parental responsibility Order.
 - Post 15 April 2002 if they jointly register the baby's birth.

Code of Conduct for Parents/Guardians

Parents/Guardians/Adults are expected to:-

- Complete and return the Health and Consent Forms pertaining to their child or young person’s participation within motor sport (see Appendix 10 - Parental Consent Form).
- Deliver and collect the child or young person punctually to and from coaching sessions.
- Ensure their child or young person is properly and adequately attired for the weather conditions of the time, including protective clothing, helmet, gloves, etc.
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child or young person not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child or young person’s health should be reported to the coach prior to the coaching session.
- Encourage their child or young person to participate by the rules and teach them that they can only do their best.
- Behave responsibly on track side.
- Show appreciation and support the Club.
- Ensure their child or young person is punctual.
- Be realistic.
- Provide their child or young person with proper clothing and equipment.
- Ensure their child or young person’s hygiene and nutritional needs are met.
- Accept and comply with an official’s judgement or direction.
- Acknowledge the importance and role of the club volunteers/officials/marshals, who provide their time for free to ensure children and young people’s participation in the Club.
- Promote their child or young person’s participation in racing and having fun.

Parents/Guardians have the right to:-

- Know their child or young person is safe. However, during an event the Clerk of Course may need to address something directly with a child/young person. NB: no official should address a child/young person on a one-to-one basis. All efforts will be made to communicate this concern to the parents/guardians as soon as possible.
- Be informed of problems or concerns relating to their child or young person.
- Be informed if their child or young person is injured as soon as is realistically possible.
- Contribute to decisions within the Club.
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by the Club. Persistent concerns or breaches will result in the parent/guardian being asked not to attend events if their attendance is detrimental to the child or young person’s welfare. This may ultimately mean the MCUI [UC] or Club Officials regrettably asking the child or young person to leave the sport/club.

Parent/Guardian/Adult’s Signature:	
Print Name:	
Date:	

Appendix 7 – Anti-bullying Policy

Anti-bullying Policy

Statement of Intent

The Motorcycle Union of Ireland (Ulster Centre) is committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our clubs. If bullying does occur, all competitors or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING centre. This means that anyone who knows that bullying is happening is expected to tell the club safeguarding officer or any committee member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:-

- Emotional - being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (eg clothing, threatening gestures).
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of, or focussing on the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Adults or young people who are bullying need to learn different ways of behaving.

The Motorcycle Union of Ireland (Ulster Centre) has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy:-

- All club officials, coaches, instructors, marshals, competitors, parents and club members should have an understanding of what bullying is.
- All club officials and coaches/instructors should know what the club policy is on bullying, and follow it when bullying is reported.
- All competitors and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a governing body, The Motorcycle Union of Ireland (Ulster Centre) takes bullying seriously. Competitors and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:-

- Says he/she is being bullied
- is unwilling to go to club events
- becomes withdrawn anxious, or lacking in confidence
- feels ill before coaching/training sessions
- comes home with clothes torn or athletics equipment damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases:-

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Report bullying incidents to the Club Safeguarding Officer or a club official.
2. In cases of serious bullying, the incidents will be referred to The Motorcycle Union of Ireland (Ulster Centre) Designated Club Safeguarding Officer for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended Club action

If the Club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together, but only within informed consent of both parties and particularly ensuring that the victim does not feel placed under any further

pressure. This approach needs to be handled very sensitively but it may be that a genuine apology solves the problem. Parents should be informed.

2. If this fails or is not appropriate a small panel (comprising Chairman, Club Safeguarding Officer, Secretary, a selected committee member) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 4 persons should meet with the alleged child who has instigated bullying and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has, in the view of the committee (on the balance of probability), taken place the competitors should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the child who has instigated bullying or bullied competitors can be asked to attend events, if they are able to do so, and if appropriate, the club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All officials involved with both competitors should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying young people under 18

1. The Motorcycle Union of Ireland (Ulster Centre) Committee and Designated Club Safeguarding Officer should always be informed and will advise on action to be taken
2. It is anticipated that in most cases where the allegation is made regarding an Official, Safeguarding Awareness Training may be recommended.
3. More serious cases may be referred to the PSNI, Social Services or MCUI [UC] disciplinary committee.

Prevention:-

- The Clubs affiliated to the centre will have written codes of conduct for young people/ parents and officials, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- All competitors and parents will sign to accept the codes of conduct upon joining an affiliated Club.
- The Club Safeguarding Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the Club, will consider meeting with competitors to discuss the issue openly and constructively.

Appendix 8 – MCUI [UC] Safeguarding Incident Report Form

MCUI [UC] SAFEGUARDING INCIDENT REPORT FORM

Name of Person Recording Incident:	Position of Person Recording Incident:
Child or Young Person's Name:	Person with Parental Responsibility:
Child or Young Person's Address:	Address if different from Child or Young Person's address:
Date of Birth:	Contact Telephone Number:
Incident Details:	
Exact record of what was said and by whom (use a separate sheet if required):	
Action Taken (use a separate sheet if required):	

Please record any external agencies contacted (note date and time)

Police Service of Northern Ireland	YES	NO
Name of Officer		
Contact Number		
Details of advice		
Social Services	YES	NO
Name of Officer		
Contact Number		
Details of advice		
Sport Governing Body	YES	NO
Name of Officer		
Contact Number		
Details of advice		
Other Agency (please specify)	YES	NO
Name of Officer		
Contact Number		
Details of advice		
Signature of person recording incident		
Print Name	Date	

Confidentiality must be maintained: this information should be discussed only with those who 'need to know'.
A copy of this form should be sent to social services after contacting the MCUI [UC] Safeguarding Officer.

Appendix 9 -Letter to Parents/Guardians Advising of Safeguarding Policy

<< Name of Club>>
<<Address of Club>>

<<insert date>>

Dear <<insert name of parent/guardian>>,

A major part of the above Club's responsibility for young people in Motor Sports is to do all that is reasonably possible to ensure their safety and well-being at all times.

To help us to do this effectively, we have implemented the MCUI (Ulster Centre) Safeguarding Policy.

This Policy is designed to protect children and young people who take part in <<insert name of sport>>.

It is expected that the child or young person and their parent/guardian will comply with the Codes of Conduct outlined in the Safeguarding Policy & Procedures.

You can get a copy of the MCUI (Ulster Centre)'s Safeguarding Policy & Procedures from the Club Safeguarding Officer who's contact details are listed below:-

Name of Club Safeguarding Officer:

Contact Details:

Alternatively, the MCUI (Ulster Centre)'s Safeguarding Policy can be downloaded from the MCUI [UC] website – www.mcui-uc.org.uk

Yours sincerely,

<<Name of Club Secretary>
Club Secretary

Appendix 10 – Parental/Guardian Consent Form



Anything written on this form will be held in confidence. Our coaches/instructors need to know these details in order to meet the specific needs of your child or young person.

I give permission for my child or young person to attend training and racing sessions.

Child/Young Person's Full Name: _____

Emergency Telephone Number 1: _____

Emergency Telephone Number 2: _____

If unavailable contact:-

Name: _____

Telephone Number: _____

Relationship to Child/Young Person: _____

Child/Young Person's Medical No: _____

Child/Young Person's GP Name: _____

Child/Young Person's GP Address: _____

Child/Young Person's GP Telephone Number: _____

Details of all known allergies, conditions, medication being taken:-

Any other special needs, requirements or directions that would be helpful for the Coaches/Instructors to know about: _____

I will inform the coaches/instructors of any important changes to my child/young person's health, medication or needs and also of any changes to the address/phone numbers given. In the event of illness, having parental responsibility for the above named child/young person, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child/young person should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware of that the MCUI [UC] have developed a Safeguarding Policy & Procedures and they are committed to ensure the safety of child/young person by having:-

- A Code of Conduct for Participants.
- A Code of Conduct for Parents/Guardians.
- Clear recruitment procedures which includes vetting all coaches/instructors.
- Guidelines on Photography and Consent Form.
- An Anti-bullying Policy.
- Complaints/Disciplinary Procedures.
- A designated Safeguarding Officer.

The MCUI [UC] is committed to ensuring that any information gathered in relation to our youth academies meets the specific responsibilities as set out in the Data Protection Act 1998. The MCUI [UC] development officer will store the above information on their competitors' database for a maximum of 12 months before re-registering the competitor if still associated with the Club.

Parental Consent (to be signed for competitors under 18 years)

I, _____ being parent/guardian of the above named child/young person hereby give permission for the nominated Club Official/First Aider to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Name: _____

Signature: _____

(Consent by parent/guardian)

Date: _____

NB: A young person can give their own consent for medical treatment if they are over 16.

Please complete in Block Capitals and include Mobile and Home telephone numbers

Please return this form to the relevant Club Safeguarding Officer

*Parental consent is defined by the Children (NI) Order 1995 Article 6 (i):-

- Natural mother always has parental responsibility.
- Natural father gains parental responsibility:-
 - If married to the mother at the time of birth or subsequently marries her.
 - Through an agreement witnessed by solicitor or a Parental Responsibility Order.
 - Post 15th April 2002 if they jointly register the baby's birth.

Appendix 11 – Guidelines on Photography at Motor Sport Events

Parents/carers often want to be able to celebrate the achievements of their children when taking part in MCUI [UC] activities through taking photographs or videos. The MCUI [UC] may also want to promote activities to encourage increased participation. The MCUI [UC] does not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This guideline will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

There is evidence that some people have used motorsport events as an opportunity to take inappropriate photographs or film footage of young and disabled competitors in vulnerable positions. The MCUI [UC] have considered the type of images they consider suitable and that appropriately represent the sport without putting children or young people at increased risk. When assessing the potential risks in the use of images the most important factor is the potential of inappropriate use of images of children or young people. It is advisable that all motorcycle sports clubs adhere to the appropriate guidelines given below:-

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name and address and organisation (if applicable). Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label/vest on the day, which can serve to highlight those who have accreditation.

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes/at sign on and must be announced over the public address system prior to the start of the event (if available).

The recommended wording is: *In line with the recommendation in The Motorcycle Union of Ireland (Ulster Centre) Safeguarding Policy, the promoters of this event request that any person wishing to engage in any video, photography including zoom or close range photography should register their details with officials at the start/sign on area before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.*

If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the event organisers should be informed.

Videoing as a coaching aid: there is no intention to prevent club coaches and instructors using video equipment as a legitimate coaching aid. However, competitors and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

The MCUI [UC] will consider:-

- Avoiding the use of the first name/surname of individuals, this reduces the risk of inappropriate unsolicited attention from people within and from outside the sport.
- Asking for parental permission to use an image of a young person. A parental consent form will be used to achieve this.
- Only using images of children or young people in suitable dress will be used to reduce the risk of inappropriate use.
- Creating a recognised procedure for reporting the use of inappropriate images to include ensuring your Safeguarding Officer, Social Services and/or PSNI are informed.



Consent Form for the use of Photographs or Video

(Parents and Children/Young People)

The Motor Cycle Union of Ireland (Ulster Centre) recognises the need to ensure the welfare and safety of all young people in sport.

The Motor Cycle Union of Ireland (UC) and affiliated Clubs will follow the guidance laid down for the use of photographs a copy of which is available on request.

The Motor Cycle Union of Ireland (UC) and any Clubs affiliated to it will take all steps to ensure that these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately you should inform an Official from the Centre or Club immediately.

I _____ (*parent/guardian*) consent to The Motor Cycle Union of Ireland (UC) / Affiliated Club or a Representative thereof photographing or videoing _____ (*child/young person's name*) in any MCUI [UC] event.

Date: _____

I _____ (*child/young person*) consent to The Motor Cycle Union of Ireland (UC) / Affiliated Club or a Representative thereof photographing or videoing my involvement in any MCUI [UC] event.

Date: _____

THESE DETAILS WILL BE CONDENSED ONTO A SPREADSHEET
FOR THE SOLE USE OF CLUBS AFFILIATED TO THE ULSTER CENTRE

Appendix 12 - Guidance on Residential/Away Trips/Travel/Equality of Access

In addition to the factors to consider for a day trip with Young People you may also like to consider the following advice and guidance for residential trips and overnight stays. It is based on advice from the NSPCC see www.thecpsu.org.uk for further information.

Information for parents

It is good practice to ensure that detailed written information is passed to parents/guardians before a residential/away trip/travel. This should include contact details for the trip leader so that parents/guardians can be invited to contact them with any queries. Information to parents/guardians should cover policies on discipline, the code of conduct and other areas such as phoning home, pocket money, home-sickness and, for older, teenage children, remote supervision or 'free time'. It may be appropriate to share with parents/guardians information obtained when assessing safety issues and the steps which have been taken to reduce risk to an acceptable level.

Consent Form

For all participants under 18 years of age a Parental Consent form should be completed which may include acceptance of the Code of Conduct for the trip.

Information for children

It may also be helpful to have a separate meeting for the children attending the trip before departure to discuss and adopt a joint code of behaviour. You can discuss talking to someone about feeling homesick, bullied or frightened and introduce the name of the person who will be responsible for welfare during the trip. You may also like to set rotas for cooking, cleaning or other jobs at the venue, if appropriate, at this time.

A code of conduct for a residential trip should address the following areas:-

- Timing & punctuality: meals, training times curfews, etc.
- Contact details: ensure all have contact numbers for accommodation as well as the team leader.
- Dress & appearance: being appropriate for that activity.
- Respect: for accommodation, property, people and personal space.
- Accommodation: as directed by team leader, rules on:-
- Alcohol: consumption by underage athletes and adults whilst 'on duty'.
- Smoking: should be forbidden by athletes and adults.
- Illegal and banned performance substances: should be forbidden (refer to the Anti-Doping Rules).
- Medication: any medication as mentioned in the Parental Consent form should be held by the team leader or an appointed medical person.
- Sanctions: how breaches of code of conduct will be dealt with.
- Accommodation and sleeping arrangements: This can vary considerably from trip to trip, eg a single hotel or several hotels, guest houses, university accommodation, boathouses, shared rooms, en-suite or shared facilities, full-board or self-catering.
- Dormitories: Will you be sharing with other groups?

- Facilities: Are there separate washing, toilet, sleeping facilities for males, females, adults and young people?
- It is not acceptable for young people to share a bed, for male and female young people to share a room or for an adult to share a room with a child or young person unless they are parent and child. It may be that members of a team are aged 18 and 16 years and in this situation it may be acceptable for a 16 year old to share with an 18 year old although the decision should be taken on an individual basis taking into account the maturity of both team members. Similarly the arrangements for a young person travelling with an older person would need to be taken into careful consideration.
- Adults: Are adult staff/volunteers available in each area for children to call upon?
- Hotels: Have you issued instructions on the use of hotel telephones, drinks cabinets, satellite TV, consider having these removed or blocked.
- Fire drill: Have you explained the fire drill at the accommodation to the group and to whom the young person should report to in the case of a fire?
- Discipline: It may be helpful to discuss your control and discipline policy with any staff at the accommodation. It is also advisable to check the accommodation policy on damage, lost keys and any extras ordered.

Equality of Access

Consideration should be given to any particular requirements, for example before prayers some participants due to their faith will require access to running water for washing; wheelchair users will require wider door openings and easy access to toilet and bathroom facilities including sink height; visually or hearing impaired athletes may also have special requirements.

Appendix 13 – Checklist for Clubs Implementing Safeguarding Policy & Procedures

Policy	
Is there a Safeguarding Policy in Place?	
Does the Policy meet the requirements of the Sport's Governing Body MCUI [UC]?	
Is it clear when the policy was implemented and by whom?	
Is the Policy promoted and made available to all stakeholders?	
Procedures	
Do the procedures provide clear instructions on what to do in the event of an incident within a sporting organisation?	
Do the procedures provide clear instructions on what to do if concerns are raised about the welfare of a young person outside of the sporting activity?	
Are there clear guidelines for recording concerns about a young person's welfare? This includes recording the reasons for concern and action taken by the organisation to resolve the issue.	
Are there guidelines for reporting concerns to external agencies, such as the PSNI or Social Services, as well as to the organisation's management.	
Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches and volunteers?	
Is there information about how support can be accessed following an incident?	
Prevention	
Have you a designated Safeguarding Officer(s)?	
Are there procedures (if appropriate) for the recruitment and selection of coach/ instructors, including criminal record checks, references, etc?	
Are there Codes of Conduct for volunteers, parents/guardians and young people?	
Does your Club Membership Form include compliance with the Club Rules, Regulations, Policies & Procedures (which include Safeguarding)?	
Are there procedures in place for the duty of care of young people, including registers, emergency contact details, consent forms, etc (if appropriate)	
Communication & Partnership	
Have all stakeholders, including volunteers, parents/guardians and young people, been informed of the Policy & Procedures?	
Do all stakeholders know how they can raise a concern?	
Are there processes for holding and sharing information?	
Education & Training	
Are all those working with children and young people provided with opportunities to learn about safeguarding and protecting young people?	
Are volunteers appropriately skilled, and where appropriate qualified, to undertake their role?	
Review & Monitoring	
Is it clear, when how and by whom the implemented policy will be monitored and reviewed?	