

Speak Up Speak Out Policy

Version	Author	Revision date	Summary of Changes	Endorsed by Motorsport UK Board of Directors signature and date
V 0.1	Head of Safeguarding Linda Medicott	01/06/20		29/07/2020
This policy will be reviewed annually or when there is a legislative change or review due to lessons learnt or best practice guidance.				

MOTORSPORT UK ASSOCIATION LIMITED

Trading as Motorsport UK

Registered in England and Wales

Company Number 01344859

Registered Office

Motorsport UK House Riverside Park Colnbrook SL3 0HG

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1. Introduction

Purpose of this Policy

Motorsport UK is committed to developing a culture where it is safe and acceptable for everyone involved in motorsport activities to raise concerns about any unacceptable practice, behaviour, wrongdoing or misconduct. This includes, but is not limited to, offences under the Sexual Offences Act 2003, Protection of Children Act 1978 s1, and the Equality Act 2010 s.26.

Motorsport UK recognises that, through loyalty or fear of repercussion, people may be reluctant to voice their concerns. This policy has been created to encourage members of motorsport to speak up in the knowledge they will be supported and their concerns handled sensitively.

Speaking up will enable safeguarding concerns to be investigated and dealt with promptly, for the benefit of all involved and that of the wider sporting community. Anyone making a disclosure can be confident that the matter will be handled appropriately and with an appropriate level of confidentiality.

Scope of this Policy

This is a sport-wide policy open to everyone associated with Motorsport UK.

It enables anyone to raise concerns through channels that they are comfortable with and gives all parties the opportunity to resolve a concern and for any necessary action to be taken.

This policy does NOT apply if:

- There is an immediate risk to the safety of a child or a vulnerable adult
- any matters presenting an immediate threat to life or property

You should instead call the emergency services for assistance on 999

Once the immediate risk to life or property has been managed please inform Motorsport UK's Head of Safeguarding Linda Medicott.

Neither should it be used for:

- Grievances or whistleblowing relating to your employment ordinarily dealt with under your employer's grievance or whistleblowing policies
- Contractual or personal disputes, including contractual disputes with for example, agents / managers / clubs / teams
- Issues relating to club memberships or other internal organisational disputes, which should be raised with and managed by Motorsport UK
- Breach of sporting or technical regulations

2. How to Speak Up

Hopefully, you can raise concerns with your Club Safeguarding Officer or line manager. However, where a matter is more serious, or you feel that your concerns have not been addressed, or you prefer not to raise it with your Club Safeguarding Officer or line manager, you can contact Motorsport UK's Head of Safeguarding Linda Medicott

More information on safeguarding can be found on the Motorsport UK website.

3. How your concern will be handled

This section of the policy sets out the key principles underpinning how the concern you have reported will be dealt with:

- All disclosures will be dealt with appropriately, fairly and professionally
- All disclosures will be handled sensitively, securely and with an appropriate level of confidentiality. Information will be shared on a strictly need-to-know basis
- Disclosure to outside agencies may be necessary by law or where an important public interest is at stake, or for the purposes of a full investigation. We will aim to discuss this with you in advance whenever possible the steps that will be taken
- It may be more appropriate for your concern to be referred to a statutory agency and if so, your disclosure may be passed on. In certain circumstances, we will be legally obliged to share the information with statutory agencies, even if you are not supportive of this action

- Concerns can be shared anonymously but you are encouraged to give your identity as it will be difficult, or even impossible, to investigate anonymous reports
- Your concern will be passed to the person best equipped to deal with it, depending on the nature of the complaint
- We will seek to keep you informed and updated on any investigation and outcome, including next steps and time frames where appropriate to do so and in line with data protection legislation
- Any instances of victimisation, discrimination or negative repercussions experienced as a result of your disclosure are wholly unacceptable. Motorsport UK encourages all people involved with the sport to feel comfortable reporting any concerns they may have and speak up
- Data provided to us will be processed and handled securely and fairly, in accordance with data protection legislation

4. What we will do next

The process for dealing with a concern will vary depending on its nature, complexity and seriousness. It may not always be possible or appropriate to investigate. However, as far as practicably possible, we will seek to deal with your concern as below:

- We will acknowledge receipt of your disclosure as soon as possible
- It will then be directed to the person best placed to deal with it and we will provide you with their name

The nominated person may then contact you to:

- Inform you they are now managing your concern
- Provide you with an estimate of how long it will take to handle and assess your concern
- Gather any further information you may be able to assist with
- Inform you of the process that will be taken in dealing with your concern

Your disclosure will undergo an initial review and will be investigated, this may include contacting the individuals relevant to the concern.

Possible outcomes of investigation:

- No evidence of any breaches or poor practice found, then no further action will be taken and the case will be closed
- Evidence of professional breach, then disciplinary action will be taken and when a child or adult at risk is involved, a referral to the Local Authority Designated Officer (LADO) will be made
- Evidence inappropriate behaviour towards a child or adult at risk, a referral will be made to statutory agencies such as the Police and Local Authority Designated Officer (LADO)

In all instances, records will be maintained in line with Motorsport UK's Recording and Retention policy.

As far as practicable, we will keep you informed of developments and of the overall finding, although we may not be able to disclose full details of the outcome for reasons of confidentiality, privacy and the legal rights of others involved.

5. Further relevant Policies and Procedures

This policy should be read in conjunction with the following policies:

Motorsport UK Recording and Retention policy

Motorsport UK Safeguarding Children policy

Motorsport UK Adults at Risk policy

Motorsport UK Equality and Diversity policy

Motorsport UK Non-Recent Abuse policy

Motorsport UK Managing Allegations Against Staff policy

Motorsport UK Complaints policy

6. Legislation

Sexual Offences Act 2003

Protection of Children Act 1978 s1

Equality Act 2010 s.26

Data Protection Act 2019

7. Useful Contacts

Motorsport UK Safeguarding team

Email: safeguarding@motorsportuk.org

Motorsport UK Head of Safeguarding, Linda Medicott

Email: linda.medlicott@motorsportuk.org

Motorsport UK Compliance Officer, Jennifer Carty

Email: jennifer.carty@motorsportuk.org