Referral Procedure Flowchart

Referral received by Motorsport UK

Review of referral by Motorsport UK Safeguarding Team. Consideration whether it meets the threshold for further investigation and/or referral to statutory or other organisations. Does it meet the threshold?

Yes

No

Investigation commences

Refer to Club Safeguarding Officer if occurred at track/club or Refer to statutory agencies if child/adult at risk.

Investigation actions include (not limited to) –

- Contact with reporting person.
- Identify witnesses & contact.
- Contact with subject of concern.
- Contact with person report against.
- Statements & evidence gathering
- Case report completed.

The investigation will be conducted as promptly as possible. The length of the investigation will depend on a number of factors, including the number and availability of the persons to be interviewed or contacted, the involvement of statutory agencies and the individual’s cooperation. It will not always be possible to provide a clear timescale for completion of an investigation.

During the investigation process, periodic updates regarding the progress of the investigation will be provided by the Motorsport UK Safeguarding Team.

Conclusion of investigation. Motorsport UK Safeguarding Case Manager will review and may -

Decide that no further action is required and close the case or

Make further enquiries that they consider necessary or

Refer the case back to the relevant Club Safeguarding Officer (CSO) or

Refer the case to a Safeguarding Panel if the Motorsport UK Safeguarding Case Manager considers that the individual poses or may pose a risk of harm to Children and/or Adults at Risk.

Decision by Safeguarding panel.