

Recruiting your Club's Safeguarding Officer

Your Safeguarding Officer is an important role in all clubs. They are the first point of contact if a member has a concern about someone's wellbeing and helps to make motorsport a safe and supportive environment for everyone. It's essential that you appoint the best person for the job.

Why is it important for Clubs to appoint a Safeguarding Officer?

All Motorsport UK Recognised Clubs are required to appoint a Club Safeguarding Officer but why is this role so important? Motorsport UK and its Recognised Clubs have statutory obligations they are required to meet whilst safeguarding children and adults at risk. At its core motorsport should always remain safe, fun, and enjoyable for all - your Club Safeguarding Officer is there to champion this philosophy.

As with any competitive environment, motorsport can provide challenges to people's physical and mental wellbeing and sometimes, unfortunately, individuals can use motorsport to gain access to at risk groups. A Club Safeguarding Officer is a local leader in identifying risks to members wellbeing, taking steps to mitigate these risks, supporting Motorsport UK with safer recruitment and being a friendly and approachable person that members can turn to if they would wish to raise a concern about someone's wellbeing.



Recruiting the best person for the job

It is important that you find the best person at your club to become your Safeguarding Officer. All Club Safeguarding Officers need to:

- Have excellent communication skills
- Have the ability to handle emotionally distressing matters and/or seek support if required
- Maintain a professional boundary with children, young people, and adults at risk

Clubs should make sure the person who is willing to take on this role is beyond all else, approachable, and friendly. Members experiencing bullying, harassment and abuse in motorsport need to have confidence in the Club Safeguarding Officer and feel comfortable talking to them.

Key responsibilities

The role of a Motorsport UK Club Safeguarding Officer is to be a leader in promoting a safe motorsport environment. They are also the first port of call with regards to safeguarding concerns when they're raised. Some of the key responsibilities are:

- Ensuring you are familiar with Motorsport UK Safeguarding policies, procedures, and guidance.
- Actively maintaining and promoting Club Safeguarding policies.
- Ensuring that you (or a nominated other) are in attendance and/or contactable at all events.
- Being the first point of contact for Club members if they have an issue or concern regarding someone's welfare.
- Being aware of resources that can help support Club members.
- Undergoing safeguarding training when requested by Motorsport UK.

The full Safeguarding Officer job description can be found [here](#) or it can be found in the Club Toolkit under Club Management > Club Structure.

This role can be voluntary in addition to other responsibilities, for example the Secretary, but it is important that the Safeguarding Officer is made a crucial member of the wider club committee or organising team.

Resources

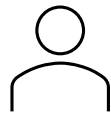
Motorsport UK has posters and support materials to aid Clubs in recruiting a Club Safeguarding Officer. These should be displayed in prominent positions at club events and can be found in the Welfare and Safeguarding section of the Club Toolkit.

Qualities of a Safeguarding Officer

The person specifications for a Club Safeguarding Officer asks that the candidate is:

- Approachable
- Flexible
- Willing to learn and develop skills and knowledge in relation to current national trends within the safeguarding arena.

The key characteristic of a Club Safeguarding Officer is someone that people can **trust**.



Application process

Once your Club has appointed a Safeguarding Officer, this person must register as a Motorsport UK Club Safeguarding Officer.

This two stage process helps Motorsport UK identify who our safeguarding officers are, and how we can better focus training and support for our members.

The first step is applying to Motorsport UK for your Club Safeguarding Officer licence. You can find the Safeguarding Officer licence application [here](#).

The second step is undergoing a suitability check which is covered in the next section.

Suitability checks

All Motorsport UK Club Safeguarding Officers must complete an enhanced level DBS, PVG, or Access NI check. This is free to all registered volunteers and you can start this process by clicking [here](#) or heading to the Safeguarding section of the Motorsport UK website under The Sport > Safeguarding > Safer Recruitment (Suitability Checks).

These checks are compulsory as part of the Club Safeguarding Officers' licence renewals and applications from 2023.

For DBS checks in England, Wales, the Channel Islands and the Isle of Man, this check lasts for three years. You will need to contact Motorsport UK to have this renewed if you continue as a Club Safeguarding Officer.

If you have a DBS check from another role such as your day job, you must still apply for a new check with Motorsport UK to align with national best practice.

Once this check has been completed, Motorsport UK will be able to process your Club Safeguarding Officer licence.

Motorsport UK offers a wide range of training for its volunteers including safeguarding training. The Level 1 Safeguarding Awareness is available to everyone via the Learning Hub and we advise that all Club Safeguarding Officers complete this during their recruitment period. You can access the Learning Hub by logging into your account on the Motorsport UK website [here](#).



Race With Respect

Within motorsport, a socially-minded standard of behaviour is expected from everyone within the motorsport community. By participating in a Motorsport UK event or Club, in any capacity, you are agreeing to follow the values of the governing body's Respect Code. This can be found on our website [here](#).

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org