

## Day-to-day Responsibilities of a Club Safeguarding Officer

As a Club Safeguarding Officer, you are the lead person for managing all safeguarding activity and responding appropriately to all safeguarding concerns (with support available as required). You are responsible for ensuring your club meets its legal and statutory duties.

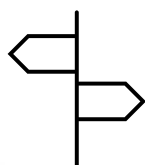
It is advisable and recommended that you are a member of your club's committee or organising team. This will help you in making sure that those in charge are aware of your role in leading and delivering safeguarding activity, and that you are aware of club activities where safeguarding support may be required.

One of the main objectives of a Club Safeguarding Officer is to be a friendly, approachable and familiar point of contact for all members of your club or community, someone who people feel they can talk to if they have a worry or concern.

Motorsport UK has a poster template you can use to advertise who you are and how people can contact you. This can be found [here](#) or in the Safeguarding section of the Club Toolkit.

Other day to day responsibilities include:

- Making sure that anyone working with children and/or adults at risk, is suitable to do so (safe recruitment)
- Reviewing contractual arrangements
- Owning and embedding your club's safeguarding policy and procedure
- Recognising safeguarding concerns
- Responding to safeguarding concerns
- Reporting safeguarding concerns
- Providing support and signposting to your club members if/when they need it



### Safer Recruitment

Motorsport UK is aware of its responsibility to ensure that the safety and welfare of children and adults at risk is appropriately managed through safe recruitment of both staff and volunteers.

#### 1. Suitability Checks

One way that this is managed is through the use of suitability checks (DBS, PVG, AccessNI) for anyone working in regulated activity. Club Safeguarding Officers have an important role to play in supporting this programme of work through the identification of people working in roles classed as regulated activity and ensuring they have the required level of check.

Club Safeguarding Officers are responsible for checking that people working in 'regulated activity', within their club environment have a suitability check in place (not older than three years from the date of issue).

For more information on regulated activity and to view Motorsport UK's Safer Recruitment policy, click [here](#) or head to the Motorsport UK website and find it under The Sport > Safeguarding > Safer Recruitment (Suitability Checks).

If you identify an individual working in your club who you think may need a suitability check, please email [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org) who can help support the volunteer with their application.

#### 2. Understanding your community

Building relationships with your club members, their families and your officials is a key part of safeguarding. For people to report any concerns to you, they need to know who you are and that they can trust you. Being a visible presence will

help to shape a positive culture and deter people who don't belong in our sport. Being visible and approachable means that:

- People know you
- People will trust you
- You will get to know your community
- You will identify people who are new to the club

### 3. Learning of any changes

Motorsport UK maintain a log of all licence and registration suspensions. If Motorsport UK place a person's licence or registration on hold due to the risk that person may pose to others, details of the suspension will be made on the website. As the Club Safeguarding Officer, it's important that you review this register ahead of any events and ensure that people whose licence has been removed (temporarily or permanently) do not attend your events.

## Contractual Agreements

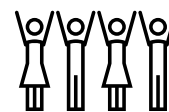
### 1. Venues

Club Safeguarding Officers have a key role to play when deciding on venues for club meets, and events. When considering venues for club events, it is important for you to consider whether the venue has a safeguarding policy of their own, if they have a safeguarding lead and if they have other safeguarding materials in place such as a missing persons procedure.

Not having these things in place should not exclude them from consideration by your club, however it should be given due regard in the decision-making process.

### 2. People

If your club are bringing in other people to provide services at your events, you will need to consider whether they need a suitability check. For example, if your club bring in medical staff from another organisation (e.g. a St. John's Ambulance volunteer to deliver first aid at an event) you will need to check that they have the appropriate suitability check in place.



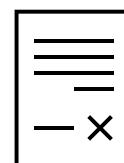
## Development and Review of Policy and Procedure

Every Motorsport UK club must have a safeguarding policy and procedure in place. As a Club Safeguarding Officer, you have ownership of your club's safeguarding policy and procedure, and have control over what goes in it.

A safeguarding policy and procedure is an important document for all clubs to develop and maintain. This sets out your club's position on safeguarding issues, who the policy covers and the processes to follow if someone reports a safeguarding concern.

As a Club Safeguarding Officer you need to be confident that your policy reflects current legislation and best practice. Safeguarding is an evolving area to work in with new learnings regularly published. Motorsport UK clubs must look to review their policy and procedure every two years as a minimum. This will help make sure that your members have the most up-to-date information possible.

The Motorsport UK policies relating to Safeguarding can be located [here](#) or by going to the Motorsport UK website under The Sport > Safeguarding > Policies and Guidance.



## Recognising Safeguarding Risks

Each club is unique, they work with different people in different environments and as such the types of risks present in each environment will be different. As Club Safeguarding Officer it's important that you are aware of the indicators of different types of abuse and neglect so you can recognise when harm is occurring. In each of the following scenarios, the types of harm people may be exposed to will be different:

- A club where most of the members are older people with care and support needs.
- A club who develop and train Cadet Marshals.
- A Karting club that hosts national championships.

More information on the types of abuse and neglect can be found in the Motorsport UK safeguarding training, the Safeguarding Children Procedure and the Adults at Risk Policy which can be found [here](#) or by going to the Motorsport UK website under The Sport > Safeguarding > Policies and Guidance.

## Responding to Safeguarding Risks

The benefit of being a friendly and approachable Club Safeguarding Officer means you are more likely to identify any changes which may indicate that club members are experiencing or at risk of abuse or neglect. It also means that if there are risks occurring in the sports environment, people are more likely to talk to you and report their concerns.

When this happens, it's important that you remain calm and listen to what they tell you. Ask open questions such as:

- "Tell me more about that..."
- "Describe what you mean by that..."
- "Explain the situation to me..."

Make a note of what you're told using the person's own words as much as possible.

It's important that you don't make any promises or say that you won't tell anyone else. You can reassure them that they have done the right thing in talking to you and ask what they would like to happen next. Explain that you are there to help them access support.

## Reporting Safeguarding Concerns

We all have a duty of care and a duty to tackle incidents and behaviours which fall short of expectations, and which left unchallenged support the development of a culture which is not conducive to positive development.

Depending on the type of incident that you are told about, there are several options available to you. The Club Safeguarding Officer will follow the

appropriate reporting procedure depending on the type of incident reported to them. This is documented on the Motorsport UK website under The Sport > Safeguarding > Sharing a Concern [here](#).

It is important to report any concerns you have to Motorsport UK, as they could form part of a bigger picture.

All concerns relating to the welfare or safety of an individual, especially a child should be reported as soon as possible. Reports can be made via the Safeguarding Referral Form accessible from the website. To do this click [here](#) or go to Motorsport UK website under The Sport > Safeguarding > Sharing a concern and complete the form.

If you cannot access the referral form or prefer to send an email, please contact [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org) and provide the following details:

- Your name and contact details
- The details of the person you are worried about – their name, address, date of birth
- Why are you worried about them – if you have witnessed something please provide details of this
- Who they are at risk from – their name and relationship to the child
- Any other relevant information

If you have an immediate concern about the safety of someone, please call 999 or contact your local authority.

For out of hours advice and guidance you can contact:

- **NSPCC** on 08088005000 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk);
- **Child Protection in Sport Unit** on 01163665590 / [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk);
- **Ann Craft Trust** on 01159515400 / [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk).

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](mailto:club.development@motorsportuk.org)