

How to Write a Safeguarding Policy and Procedure

Statutory guidance for all four nations of the UK states that sports organisations must have policies and procedures in place that guide staff and volunteers on the steps to be taken to protect children and adults at risk from harm.

Clubs are required to provide Motorsport UK with a copy of their safeguarding policy and procedures when registering or renewing. Although clubs can have one overarching safeguarding policy, it is best practice that organisations have separate procedures for responding to child safeguarding concerns and concerns about adults at risk.

Club Safeguarding Policy

Your club's safeguarding policy provides a clear statement on what the club (and its people) will do to keep children and adults at risk safe from harm. It is your statement of intent that tells your members, volunteers, their family, and the wider public that all children and adults at risk are cared for, and they can be safe whilst taking part in motorsport. It outlines roles and responsibilities and sets the expectations placed on club members and the community.



Policy Aims

Safeguarding policies should begin with a set of aims. This short section consisting of two or three bullet points, aims to clarify what this policy does for volunteers, club members, parents, children and adults at risk to keep them safe. For example:

"This policy aims to:

- Clearly demonstrate our commitment to safeguarding children and young people.
- Promote consistent good practice that delivers a safe and positive environment for children and young people
- Provide all staff and volunteers with the necessary information to enable them to meet their safeguarding responsibilities as set out in Government legislation and guidance."

Defining the Scope

When a club member who may be experiencing a safeguarding concern, or knows someone who may be experiencing a concern, reads your policy and procedure, one of their first questions will be, "does this apply to my situation/experiences?" This is why defining the scope for your policy is a key aspect to ensure this is done right.

There are three key aspects to defining the scope of your policy:

- Define **WHO** this applies to
- Define **WHERE** this applies
- Define **WHAT** the issues are

Defining who this applies to

For Clubs, the primary audience for this policy will be your club members. This policy is to keep your club members safe whilst taking part in motorsport. However, there are other groups of people you need to include. These are:

- Your volunteers (e.g. Scrutineers, Marshals, Clerks of the Course, Event Secretaries)
- Children in your club environment (this can include ones who aren't members themselves but are related to your members who may attend events)
- Adults at risk
- Parents and carers of the children in your club environment



Motorsport UK Safeguarding Children Policy, 2022

Defining where this policy applies

You have to make sure your policy is clear in where this applies. Largely speaking, it should be at any club events.

This doesn't limit how you should approach your role as Club Safeguarding Officer. There could be incidences of harassment and abuse occurring within your club membership that take place away from your events and venues (e.g. online, or a domestic situation) however if it is brought to your attention, you still have the same duty to act on that information.

Club Safeguarding Procedure

Your club's safeguarding procedure provides guidance to support people on how to recognise, respond to and report safeguarding concerns. If someone in your club becomes aware of, or suspects that someone is at risk of abuse or neglect the procedure will provide them with the information they need to respond appropriately and proportionately to the information.

Defining the issue

It is important for a Club Safeguarding Procedure to define the different types of abuse as some members might be unaware of what these may be. Defining what people may be experiencing is an important step in validating these experiences. There are four main types of abuse that can be prevalent within motorsport, that constitute safeguarding concerns:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

These are listed and defined in legislation.

However, there are many behaviours that can also constitute harassment and abuse and as such, a safeguarding concern. These include:

- Bullying and cyber-bullying
- Cyber abuse
- Peer on peer abuse
- Abuse by a person in a position of trust
- Poor practice

You can learn more about these types of abuse, and what may constitute them, on the NSPCC Child Protection in Sport Unit [website](#).

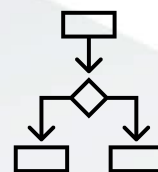
Detailing the types of abuse in motorsport may sit best within the procedure half of your club policy and procedure. This section is there to provide members with education on the process, as opposed to the factual policy position.

It is always important to know, harassment and abuse in motorsport can occur:

- At any level
- In any discipline
- Anywhere in the UK

Responding to reports

If someone in your club reports that they or someone they know is experiencing a potential safeguarding concern, it is paramount your procedure details the steps you will take to respond to the claim.



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 a number of options available to you. These reporting options should be detailed in your club safeguarding children procedure. The Club Safeguarding Officer will follow the appropriate reporting procedure depending on the type of incident reported to them. This is documented in the Safeguarding Children Procedure that can be located [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 Motorsport UK website. **To do this go to www.motorsportuk.org > The Sport > Safeguarding > Sharing a concern and complete the form.**

Top tips for writing a Club Safeguarding Policy and Procedure

- ✓ The Club Safeguarding Policy should define who, what and where it applies
- ✓ The Club Safeguarding Procedure should provide definitions of the different forms of harassment and abuse
- ✓ The Club Safeguarding Procedure should explain where to go if you have a welfare or safeguarding concern within your club.
- ✓ The Club Safeguarding Procedure should explain the process that the Club Safeguarding Officer will undertake if there is a report.

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