

# Safeguarding Children Policy

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V 0.1	J Carty Compliance Officer	2018		N/A
	L Medicott Head of Safeguarding	30/04/2020	KCSIE 2019 WTTSC 2018 Following internal review against the CPSU standards	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

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## Introduction

Motorsport UK is the national membership organisation and governing body for four-wheel motorsport in the UK, representing competitors, volunteers, clubs, and fans.

Motorsport UK believes every child and young person, who participates in motorsport should be able to do so in an enjoyable and safe environment and be protected from abuse. Motorsport UK supports the assertion that safeguarding is everyone's responsibility. Motorsport UK recognises its responsibility to safeguard the welfare of all children and young people by seeking to protect them from all forms of neglect and abuse.

Motorsport UK is therefore committed to providing a safe environment for all children and young people to participate at all levels within the sport to the best of their abilities.

*- This policy is endorsed by the Motorsport UK Board of Directors.*

## Policy statement

Motorsport UK is committed to providing a safe and positive environment for everyone involved in its services and activities. We take our extended moral and legal duty of care very seriously in relation to children and young people. We seek to ensure the safety and wellbeing of all children and to protect them from harm or abuse when they engage in any activities conducted under the name of Motorsport UK. This policy is one of a number within the organisation's safeguarding portfolio.

This policy is promoted to all staff, volunteers and participants via Motorsport UK's website. It is also included in the staff handbook. During induction, staff complete safeguarding training at a level that is relevant to their role, meet with the Head of Safeguarding and are made familiar with the full safeguarding policy portfolio.

## Child protection statement

Motorsport UK recognises our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all who participate in our sport, staff and volunteers.

## Policy principles

- The welfare of the child is paramount
- All children, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection
- Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a child is at risk of harm
- Children, volunteers, and staff involved in child protection issues will receive appropriate support
- Staff and volunteers with roles and responsibilities for children and young people will be subject to appropriate safe recruitment checks and safeguarding training
- Motorsport UK staff and volunteers of our organisation will receive appropriate learning and training opportunities to ensure they can make informed and confident responses to safeguarding issues
- Motorsport UK is committed to providing a safe and positive environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so

## Policy aims

- To provide all staff and volunteers with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To promote consistent good practice
- To demonstrate our organisation's commitment to safeguarding children

## Terminology

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

**Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

**Motorsport UK-Recognised Group ('Group')** (a defined term in the General Regulations) includes all recognised clubs, recognised groups, regional centres of Motor Groups and recognised Regional Associations.

**Motor Sport Group Activity** is all activity carried out under the auspices of Motorsport UK-Recognised Groups.

**Participants** means all and any but not limited to Entrant Competitor Coaches UK affiliated schools' instructors, academy members, volunteers, teams employees and anyone attending a venue licenced by Motorsport UK for a Motorsport UK Permitted Event and / or involved in motor sport falling under the territory of Motorsport UK whether or not they are Motorsport UK members.

**Staff** refers to all those working for or on behalf of Motorsport UK, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

**CSO** refers to the Club Safeguarding Officer a designated person within a member Group or Club.

**DSO** refers to Designated Safeguarding Officer(s) within Motorsport UK's Academy and training programs.

**Child** includes everyone under the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and legal guardians.

### **Safeguarding legislation and guidance**

The following safeguarding legislation and guidance has been considered when drafting this policy:

- Children Act 1989, Children Act 2004
- Children and Families Act 2014
- Criminal Justice Act 1988
- UN Convention on the Rights of the Child
- The Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006

- SEN Code of practice guidance 2015
- Equality Act 2010
- Serious Crime Act 2015 Counter Terrorism and Security Act 2015
- Protection of Freedoms Act 2015
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019
- Female Genital Mutilation Act 2003
- What to do if you're worried a child is being abused 2015
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Modern Slavery Act 2015
- Private Fostering Regulations 2005
- General Data Protection Regulations 2018
- Government DBS Eligibility Guidance 2020

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

### **Roles and responsibilities - Key personnel**

Compliance Officer - Jennifer Carty

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General Secretary - Joel Cohen

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## Motorsport UK

As a National Governing Body (NGB), Motorsport UK will publicise this policy and provide support and guidance for affiliated Groups and Participants. This support will include but not be limited to producing template policies, procedures and good practice guidance and by providing access to training and education opportunities.

Motorsport UK recognises the roles and responsibilities of the statutory agencies in Safeguarding children and the responsibilities and expertise of the relevant agencies in determining whether young people have or may have been abused or otherwise harmed or are at risk of harm. Motorsport UK will cooperate with all requests from Local Safeguarding Children and Adult Partnerships and Local Area Designated Officers (LADO) and the Police in relation to all child Safeguarding issues including serious case reviews and child death reviews and notifiable incidents (HM Government 2015).

Motorsport UK is committed to providing member Groups and participants access to appropriate advice and support and ensuring that concerns relating to the Safeguarding of children are taken seriously and acted upon swiftly and appropriately.

Motorsport UK will work to embed a clear commitment throughout the sport of the importance of Safeguarding and generally promoting children's welfare in motorsport.

Motorsport UK encourages all Participants to undergo Safeguarding training at a minimum of 'awareness to safeguarding level', this is a free of charge training module available on the Motorsport UK website.

Motorsport UK encourages all participants whose activities include 'Regulated Activity' or is in a management or supervisory role to those in 'Regulated Activity' to complete the Motorsport UK awareness level Safeguarding training. Motorsport UK is committed to increasing the skillset of participants and therefore will continue to review and develop Safeguarding training that is offered to best meet the needs of participants.

Motorsport UK's Board of Directors will employ a suitably qualified Head of Safeguarding to manage the day-to-day running of its Safeguarding provision and case management processes. Safeguarding is a standing agenda item at all director meetings ensuring full oversight of Safeguarding activity and where relevant the identification of areas for development and resource requirements.



### **Nominated Independent Directors**

Motorsport UK have two Nominated Independent directors of the Board Helen Bashford and Chris Cooper who are jointly responsible for ensuring that accountability and governance arrangements for the organisation are understood and addressed at Board level.

### **Head of Safeguarding**

Head of Safeguarding Linda Medicott has direct responsibility of day to day operation of safeguarding across the organisation, including, but not limited to:

- Developing safeguarding practice within Motorsport UK;
- Overseeing the investigation of safeguarding concerns;

### **Compliance Officer**

Compliance Officer Jennifer Carty is directly responsible for DBS application processing and recording and with the Head of Safeguarding, embedding and supporting participants in safeguarding and welfare matters.

### **Safeguarding children in the motorsport Group environment**

Every Motorsport UK member Group must sign up to Motorsport UK's Safeguarding Code of Conduct, to have a suitable nominated Club Safeguarding Officer (CSO), have a Safeguarding Children's policy and the necessary procedures and practice to ensure the policy is implemented throughout all Group activities in order to:

- Safeguard children during all Group activities
- To assure children and their parents/guardian that they are safe when taking part in activities within member Groups
- To raise awareness amongst all members, volunteers and employees so that they know what to do if they are concerned about a child, whether the concern relates to their safety and wellbeing within the Group, or to something happening outside that environment that the individual discloses to someone they trust within the Group.

The Organising Clubs, being recognised by Motorsport UK, are bound to conformity with the General Regulations and which include all published policies.

Accordingly, those individuals, corporations and Recognised Clubs all have individual legal responsibilities and duties of care in relation to all children connected to the participants in the relevant sporting discipline or who themselves are participants.

**Motorsport UK Groups are required to:**

- Comply with this policy and supporting guidance
- Appoint one or more CSO(s) who must be licenced with an in date Enhanced DBS by Motorsport UK (no older than 3 years processed via the Motorsport UK system)
- Ensure that all paid and non-paid workers whose role includes Regulated Activity or those whose role it is to manage Regulated Activity workers have an enhanced barred list DBS certificate (no older than 3 years processed via the Motorsport UK system)
- Prominently display Motorsport UK's Club Safeguarding Officer Profile poster with relevant/current names and contact detail in suitable visible locations around the venue/s
- During events, prominently display Motorsport UK's Club Safeguarding Officer Profile poster as above and at the signing on area. Best practice to also place in areas visible to the public such as at entrance gates
- On event day the Club's signed Safeguarding Code of Conduct must be prominently displayed at the signing on area
- Provide ongoing support for the CSO(s) and ensure they are included in all Group communications
- Require CSO to present a 3 monthly Safeguarding report to include anonymised safeguarding data to identify trends, assess risk and develop practice following lessons learnt and to ensure the Group's governance are informed of all relevant Safeguarding activity

**Club Safeguarding Officer**

All motorsport Groups who engage with children (as above) must appoint a Club Safeguarding Officer (CSO). This is a Motorsport UK licenced role that requires an Enhanced Level DBS check to be completed via Motorsport UK service and renewed every 3 years.

**CSOs have responsibility to ensure that they:**

- Comply with the duties and key responsibilities listed in the Club Safeguarding Officer Role Description document
- Report all Safeguarding concerns to Motorsport UK Head of Safeguarding following relevant procedures outlined within Motorsport UK safeguarding procedures
- Lead the implementation of relevant Safeguarding policies and procedures within your Group, with support of Motorsport UK Safeguarding Team
- Engage with relevant training offered by Motorsport UK. Best practice is to be proactive seek/engage with local Safeguarding training available to you

**DSOs have responsibility to ensure that they:**

- Comply with the duties and key responsibilities listed in Motorsport UK's Designated Safeguarding Officer Role Description document
- Report all Safeguarding concerns to Motorsport UK Head of Safeguarding following relevant procedures outlined within Motorsport UK's Safeguarding procedures
- Lead the implementation of relevant Safeguarding policies and procedures within your Group
- Engage with relevant training offered by Motorsport UK. Best practice is to be proactive seek/engage with local Safeguarding training available to you

**Good practice guidelines and staff code of conduct**

Good practice includes:

- Treating all with respect
- Setting a good example by conducting ourselves appropriately
- Maintaining a child focus and involving children and young people in decisions that affect them
- Encouraging positive, respectful and safe behaviour by all
- Being a good listener
- Being alert to changes in children's behaviour and to signs of negative impact, abuse, neglect and exploitation
- Recognising that challenging behaviour may be an indicator of abuse

- Reading and understanding the Motorsport UK (Group's) Safeguarding Children policy, staff behaviour policy and guidance documents on wider safeguarding issues
- Being aware that the personal and family circumstances of some children and other issues of diversity (including disability and communication/learning differences) lead to an increased risk of abuse
- Sharing all concerns about a child's safety and welfare to the Head of Safeguarding or CSO without delay, or, if necessary directly to police or children's social care

### **Abuse of position of trust**

All staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards them must be beyond reproach. Staff understand that under the Sexual Offences Act 2003 it is an offence for a person over the age of 18 to have a sexual or intimate relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is deemed consensual. This means that any sexual activity between those in a position of trust and a young person under 18 may be a criminal offence and would be reported to the Local Authority Designated Officer (LADO).

### **Responding to allegations, disclosures or concerns**

All staff, volunteers and participants have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse are taken seriously and responded to quickly and appropriately.

It is not the responsibility of anyone within the organisation to decide whether or not child abuse has taken place.

It is never an option to do nothing if you become aware of concerns. All concerns must be shared with the appropriate designated individuals or agencies without delay so that advice can be sought, and appropriate action taken. It is however recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the suspicion or report is putting the child concerned in immediate danger.

### **Raising concerns about a member of staff or a colleague**

Staff who are concerned about the behaviour of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff, volunteers and participants must remember that the welfare of the child is paramount. Motorsport UK Speak Up Speak Out and Low Level Concern policy enables staff to raise concerns.

All concerns of poor practice or possible child abuse by colleagues should be reported to the CSO/DSO and/or to the Head of Safeguarding.

Complaints about the CSO/DSO should be reported to the Head of Safeguarding.

Complaints about the Head of Safeguarding should be reported to the General Secretary.

The LADO will be notified of any concerns relating to staff, the Head of Safeguarding will consult with the Police and Local Safeguarding Children and Adult Partnerships as appropriate.

Staff may also report their concerns directly to the LADO, Local Safeguarding Children and Adult Partnerships, the Police or the NSPCC if they believe direct reporting is necessary to secure action. Where there is a complaint against a member of Motorsport UK staff then one of the following may occur:

- A criminal investigation led by the Police
- A child protection investigation led in a multi-agency approach by the Local Authority
- A child protection investigation led by Motorsport UK
- A disciplinary or misconduct investigation led by Motorsport UK

Motorsport UK may delay an internal disciplinary or misconduct investigation while a criminal or local authority investigation takes place if advised to do so.

### **Non-recent abuse allegations**

All concerns will be taken seriously by Motorsport UK and responded to positively irrespective of when they arose. Evidence demonstrates that non-recent concerns may indicate current risks and therefore Motorsport UK encourages anybody with concerns to report them directly to the Police, Head of Safeguarding, or the NSPCC. Please see Motorsport UK's Non-Recent Abuse Policy for further details.

### **Training**

It is important that all staff receive training to enable them to recognise the possible signs and indicators of abuse, neglect and exploitation and to know what to do if they have a concern.

New staff and Board members will receive a briefing during their induction, which includes the organisation's Safeguarding policies and procedures, reporting and recording arrangements, and details for the Head of Safeguarding.

The Nominated Independent Directors of Safeguarding, Head of Safeguarding and Compliance Officer will attend regular update training and Continued Professional Development opportunities.

All Motorsport UK staff will receive update information that is relevant to their role and department including notification of policy and procedure updates and changes.

All Club Safeguarding Officers will be offered annual training opportunities and encouraged to seek training from other providers.

All members of Motorsport UK who are working directly with children or supervise those who work directly with children will be required to complete an online safeguarding awareness training when registering and an annual safeguarding training module with updated information and an information of a relevant focus topic along with a face to face safeguarding seminar.

All children and young people joining Motorsport UK will be required to complete an online safeguarding awareness module each year to ensure they are aware of who/where to go if they believe they or someone they know is at risk of harm.

Safeguarding updates will also be made available to all staff and members of Motorsport UK via email, e-bulletins, website access and staff meetings throughout the year.

### **Recruitment and Selection**

Our organisation complies with the requirements of Keeping Children Safe in Education 2019 and Government Guidance DBS Eligibility 2020 by carrying out the required checks including the take up of references and verifying the applicant's identity, qualifications, and work history. Motorsport UK's Recruitment and Selection Policy and procedures set out the process in full and can be viewed on request. All staff engaged in any way in activities involving substantial and unsupervised responsibilities in relation to children, young people and adults at risk are required to have a Disclosure and Barring Service check (DBS) and will not be allowed to work in any unaccompanied capacity until clearance has been received by the Compliance Officer.

Motorsport UK expects all of its Groups to follow the same level of safe recruitment process.

### **Volunteers**

Volunteers will undergo DBS checks commensurate with their role and responsibilities in the organisation, their contact with children and adults at risk and the supervision provided to them. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised.

## **Contractors**

Motorsport UK checks the identity of all contractors working on site and requests DBS with barred list checks where required by statutory guidance. Contractors who have not undergone checks will not be allowed to work unsupervised during times where children/adults at risk are on site.

## **Site security**

All visitors to all Motorsport UK sites are asked to sign in and are given a badge, which confirms they have permission to be on site. All visitors are expected to observe Motorsport UK's safeguarding and health and safety regulations.

## **Off-site arrangements, trips and visits**

All extended and off-site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where Motorsport UK activities are provided by and managed by the organisation, our own Safeguarding Children policy and procedures apply. If other organisations provide services or activities in partnership with or on behalf of the organisation we will check that they have appropriate procedures in place, including safer recruitment procedures. All agreements for service between Motorsport UK and other organisations will be individually assessed in regard to Safeguarding and a relevant Service Level Agreement (SLA) put in place.

When our children and young people involved in our academy programmes are involved in off-site activities facilitated or organised by Motorsport UK, including day and residential visits and work-related activities, we will check that effective Safeguarding and child Safeguarding arrangements are in place.

## **Staff/children/adults at risk online and electronic communication**

Motorsport UK provides advice to staff and volunteers regarding their personal online activity and electronic communication. Motorsport UK has strict rules regarding online contact and electronic communication with participants and service users (children/adults at risk). Staff found to be in breach of these rules may be subject to disciplinary action and/or internal/external investigation child protection procedures.

## **Recognising abuse**

To ensure that our children and young people are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child unsupervised.

Abuse may be committed by adult men or women and by other children and young people.

Working Together to Safeguarding Children 2017 and Keeping Children Safe in Education 2019 refer to four categories of abuse. These are set out at Appendix One along with indicators of abuse.

### **Bullying**

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause anxiety and distress. All incidents of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our anti-bullying procedures. Please see Motorsport UK's Anti-bullying policy for full details.

### **Taking action**

Any child or young person in any family and in any organisation could become a victim of abuse. Staff should always maintain an attitude of "it could happen here".

#### **Key points for staff to remember for taking action are:**

- in an emergency take the action necessary to help the child, if necessary call 999
- report your concern as soon as possible to the CSO or Head of Safeguarding, definitely within the same working day
- do not start your own investigation
- share information on a need-to-know basis only - do not discuss the issue with colleagues, friends or family
- complete a record of concern a referral form can be found on Motorsport UK website
- seek support for yourself as these issues almost always have an emotional impact

#### **If you are concerned about a child's welfare**

There will be occasions when staff may suspect that a child may be subject to harm or abuse. These concerns may arise as a result of issues within motorsport group activities or outside of the motorsport environment. Their behaviour may have changed, they may show signs of confusion or distress, or physical indicators may have been noticed. In these circumstances, staff should give them the opportunity to talk and ask if they are OK or if they can help in any way.

Staff should record these early concerns and report them to the CSO. If the child does reveal that they are being harmed, staff should follow the advice below and discuss their concerns with the CSO.



## If somebody discloses to you

It takes a lot of courage for anybody to disclose that they are being abused and there are even greater blocks for children and young people. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults or they may believe, or have been told, that the abuse is their own fault. Sometimes they may not be aware that what is happening is abusive.

If a child talks to a member of staff about anything that indicates a potential risk to their safety or wellbeing, the staff member will, at the appropriate time, let the child know that in order to help them they must pass the information on to someone who can help or advise (the CSO/DSO/Head of Safeguarding). The point at which they state that this is a matter for personal and professional judgement. During their conversations with the child staff should:

- allow them to speak freely
- remain calm and not overreact
- give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’
- not be afraid of silences
- under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings, or what does their mother think about it. It is fine to say ‘do you want to tell me what has happened?’ or ‘Can you describe what you mean by [quote something they have said]?’ in order to clarify what has caused them distress or harm
- at an appropriate time tell the child/young person that in order to help them, the member of staff must pass the information on to the Club’s Safeguarding Officer to get advice and support
- do not automatically offer any physical touch as comfort. If the child is upset and initiates the contact themselves, this should be recorded and reported
- tell the child what will happen next
- report verbally to the CSO themselves (never assume the child or someone else will or has done so)
- provide reassurance, but false promises of confidentiality should never be made

- complete a written record and hand it to the CSO/DSO as soon as possible, if you do not feel comfortable referring to the CSO/DSO you can refer directly to Motorsport UK's Head of Safeguarding
- seek support for themselves as managing concerns always has an emotional impact

### **Notifying parents**

Motorsport UK, Club/Group will normally seek to discuss any concerns about a child with their parents/legal guardian. This must be handled sensitively and the CSO/DSO will make contact with the parent in the event of a concern, suspicion or disclosure. Our focus is the safety and wellbeing of the child. Therefore, if the CSO/DSO believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Motorsport UK Head of Safeguarding. Motorsport UK may report to or access guidance from Local Safeguarding Children and Adult Partnerships or the Police before parents are contacted.

### **Confidentiality and sharing information**

All staff will understand that Safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and staff involved but also to ensure that information being released into the public domain does not compromise evidence or any subsequent investigation. Staff should only discuss concerns with the CSO, Compliance Officer and/or Head of Safeguarding. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However, any member of staff can contact the Local Safeguarding Children and Adult Partnerships if they are concerned about a child.

Safeguarding information will be stored and handled in line with the Data Protection Act 2018.

Information sharing is guided by the following rules and principles:

1. neither data protection legislation and guidance or human rights law are barriers to sharing
2. information in the interests of safeguarding
3. be open and honest
4. seek advice (from designated people e.g. DSO or statutory agencies)
5. share information with consent where possible
6. always consider safety and wellbeing

7. the information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure
8. a record must be kept of your actions, decision & reasons for it

*Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers. HM Government (March 2015)*

Information sharing decisions will be recorded, whether or not the decision is taken to share. Records of concern and other written information will be stored in a secure electronic system with restricted access only made available to appropriate individuals.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request to see child protection records, they will refer the request to the CSO/DSO and they will refer to the Compliance Officer or Head of Safeguarding.

## **Referral**

### **to children's social care**

The CSO/DSO or Head of Safeguarding will make a referral to the Local Safeguarding Children and Adult Partnerships if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

Any member of staff may make a direct referral to the Local Safeguarding Children and Adult Partnerships if they believe independent advice and action is necessary to protect a child.

### **Reporting directly to child protection agencies**

Staff should follow the reporting procedures outlined in this policy. However, they may also share information directly with the Local Safeguarding Children and Adult Partnerships, Police or the NSPCC if:

- the situation is an emergency and the CSO, Compliance Officer and Head of Safeguarding are unavailable
- they are convinced that a direct report is the only way to ensure the child's safety
- for any other reason they make a judgement that direct referral is in the best interests of the child

## Peer on peer abuse

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use Motorsport UK's Anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than antibullying procedures.

Peer on peer abuse can take many forms including;

- **physical abuse** such as biting, hitting, kicking or hair pulling
- **sexually harmful behaviour/sexual abuse** such as inappropriate sexual language, touching, sexual assault
- **sexting**, including pressuring another person to send a sexual imagery or video content
- **teenage relationship abuse** - defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner
- **initiation/hazing** - used to induct newcomers into an organisation such as sports team or school groups by subjecting them to a series of potentially humiliating, embarrassing or abusing trials which promote a bond between them
- **prejudiced behaviour** - a range of behaviours which causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality, in particular prejudices linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender and sexual identity

Abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. Abuse is not a gender issue. Both boys and girls can be perpetrators. Likewise, both boys and girls can be victims.

At Motorsport UK, we take the following steps to minimise or prevent the risk of peer on peer abuse.

- We will seek to promote an open and honest environment where young people feel safe to share information about anything that is upsetting or worrying them
- Induction processes are used to provide a moral framework outlining codes of conduct, acceptable behaviour and stressing the effects of bullying
- Staff will endeavour always to create surroundings where everyone feels confident and at ease in our activities

- We will ensure that organisation activities are well supervised by appropriate and qualified staff and volunteers

All allegations of peer on peer abuse should be passed immediately to the DSO/CSO who will then inform the Head of Safeguarding.

They will then be investigated and dealt with as follows.

- **Information gathering** - children, staff and witnesses will be spoken with as soon as possible to gather relevant information quickly to understand the situation and assess both the impact and whether there was intent to cause harm
- **Decide on action** - if it is believed that any young person is at risk of significant harm, a referral will be made to Local Safeguarding Children and Adult Partnerships. The Head of Safeguarding or DSO/CSO will then work with children's The Local Children's Safeguarding team to decide on next steps, which may include contacting the Police
- **Inform parents** - as with other concerns of abuse, the organisation/group will normally seek to discuss concerns about a child with parents. Our focus is the safety and wellbeing of the child and so if the organisation/group believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Local Safeguarding Children and Adult Partnerships and/or the Police before parents are contacted

### Supporting those involved

The support required for the child who has been harmed will depend on their circumstance and the nature of the abuse. Support could include counselling, mentoring, the support of family and friends and/or support with improving peer relationships or some restorative justice work.

Support may also be required for the child that exhibited harmful behaviour. We will seek to understand why the child acted in this way and consider what support may be required to help the child change behaviours. Once those needs have been met, the consequences for the harm caused or intended will be addressed with them in partnership with parents and external agencies as required.

### **Sexting – sometimes referred to as ‘youth produced sexual imagery’:**

There is no accepted definition of ‘sexting’ but most professionals agree that it refers to the sending or posting of sexually suggestive images, including nude or semi-nude photographs of a person under 18 years of age, via mobiles or over the internet. The UK Council for Child Internet Safety defines sexting as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as ‘youth produced sexual imagery’

‘Sexting’ does not include the sharing of sexual photos and videos of under 18-years old with or by adults. This is a form of child sexual abuse and must be referred to the Police

Guidance for staff and volunteers dealing with sexting incident/disclosure:

- The incident should be referred to the CSO/DSO immediately and the CSO/DSO will clarify the concerns with any staff involved in reporting and ensure concerns are accurately recorded and reported to Motorsport UK Head of Safeguarding
- Motorsport UK advise that you never view the images. However, the current UKCCIS guidance suggests that in very limited circumstances, it may be necessary to do so. However, MSUK advice is never view the image
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the CSO/DSO
- Do not delete the imagery or ask the young person to delete it
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the CSO/DSO
- Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers
- Do not say or do anything to blame or shame any young people involved
- Do explain to them that you need to report it and reassure them that they will receive support and help from the CSO/DSO

- If there is a concern a young person has been caused distress, harmed or is at risk of harm a referral will be made to the Police immediately. The Police do not seek to criminalise young people but take sexting very seriously and will take appropriate action which may include seizure of devices and speaking to the young people involved. On-line abuse through sexting can have very serious consequences and undertaking an investigation at Club or organisation level can lead to images and evidence being deleted which prevents appropriate action being taken to support and/or educate those involved or impacted by these issues. Parents will be informed at an early stage and involved in the process unless the Police advise against this or there is good reason to believe that involving parents would put the young person at risk of harm

### **Sexual exploitation of children**

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of opportunities, future career gains, friendship and care, gifts, drugs and alcohol, and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking.

A common feature of sexual exploitation is that the children often do not recognise the coercive nature of the relationship and therefore do not see themselves as a victim. In some cases parents/guardians also fail to recognise that a relationship is potentially abusive and both the child and their carers may initially resent what they perceive as interference by staff, but staff must act on their concerns, as they would for any other type of abuse.

All staff are made aware of the indicators of sexual exploitation and all concerns are reported immediately to the CSO/DSO who will inform the Head of Safeguarding.

### **Radicalisation and Extremism**

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups or activities.

The Government defines extremism as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs' (HM Government Prevent Strategy).

Some children are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form however staff should also remain alert to the risk of radicalisation into white supremacy extremism.

'Prevent' is a cross-Government policy that forms one of the four strands of the UK's strategy for counter terrorism which includes the prevention of radicalisation of vulnerable adults and children. Those who are targeted with a view to radicalise them are often the most vulnerable in society including those with poor networks of support or who are experiencing socially isolated, mental health issues and/or learning and communication issues.

Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks.

If the behaviour of anybody involved in our activities indicates that they or those around them are at risk of harm, staff should report these concerns immediately to the CSO/DSO who will inform the Head of Safeguarding. In the event that there appears to be an immediate risk or danger, call 999.

### **Looked after children**

The most common reason for children becoming looked after (taken into care) is as a result of abuse or neglect. Children's early experiences have a significant impact on their development and future life chances. As a result of their experiences, both before and during care, looked after children are at greater risk than their peers. Appropriate staff will be informed about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the local authority looking after the child.

Any indicators or signs that a looked after child may require additional support or protection must be reported without delay to the CSO/DSO who will share concerns with the Head of Safeguarding and the Local Authority without delay.



### **Related Safeguarding portfolio policies**

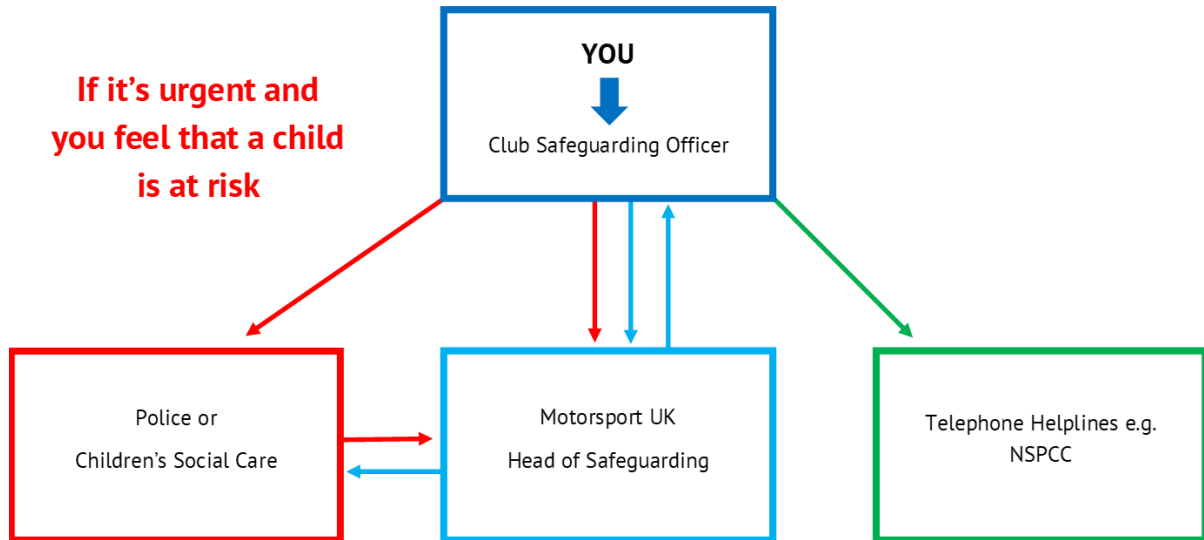
This policy should be read alongside our other Club Safeguarding policies and procedures:

- Motorsport UK Adults at Risk Policy
- Motorsport UK Speak Up Speak Out Policy
- Motorsport UK Social Media Policy
- Motorsport UK Complaints Policy
- Motorsport UK Anti-bullying Policy
- Staff and Volunteers Code of Conduct
- Motorsport UK Data Protection Policy
- Motorsport UK Equality and Diversity Policy
- Motorsport UK Health and Safety Policy
- Motorsport UK Recruitment and Selection Policy

### **Academy programs specific policies**

- Photography and digital images consent Policy
- Transport Policy
- Trips Away Policy

## Taking Appropriate Action



**If you feel that, despite the actions you have taken, the situation has not changed or nothing has been done, then contact the NSPCC for further advice**

## Appendix one

### Sharing Concerns and Reporting Contact Details

All concerns should be recorded as soon as possible. Records should include the date, time relating to the welfare of any child, whether these concerns arise outside of or within Motorsport UK or Group activities, should be shared and advice sought without delay. Wherever possible, please have as many relevant details to hand e.g. full name, date of birth and address of child, siblings and parents; full details of the concern etc. but do not let a lack of detail block you from reporting.

Motorsport UK Safeguarding Referral Form can be access by clicking here: <https://www.motorsportuk.org/wp-content/uploads/2020/07/2020-07-20-motorsport-uk-safeguarding-referral-form.pdf>

**The following contact numbers are provided for the reporting of concerns:**

#### **Motorsport UK Safeguarding team**

Email: [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org)

Motorsport UK Compliance Officer Jennifer Carty

Email: [Jennifer.Carty@motorsportuk.org](mailto:Jennifer.Carty@motorsportuk.org)

Motorsport UK Head of Safeguarding Linda Medicott

Email: [Linda.medlicott@motorsportuk.org](mailto:Linda.medlicott@motorsportuk.org)

Motorsport UK General Secretary Joel Cohen

Email: [Joel.cohen@motorsportuk.org](mailto:Joel.cohen@motorsportuk.org)

**Academy Programme Name:**

Designated Safeguarding Officer Adam Gould

Email Address: [Adam.gould@loucoll.ac.uk](mailto:Adam.gould@loucoll.ac.uk)

Tel no: 07851 249270

Competitors Pathway Manager Katie Baldwin

Email: [Katie.baldwin@motorsportuk.org](mailto:Katie.baldwin@motorsportuk.org)

**Motorsport Club/Group Name:**

Club Safeguarding Officer: [name and contact details to be added]

Email:

Tel no:

## Appendix two

### Four categories of abuse

#### Physical abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

#### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care givers) or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

## Indicators of abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised.

The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated safeguarding lead CSO/DSO who will inform the Head of Safeguarding.

It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

## A child who is being abused, neglected or exploited may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing in front of others
- look unkempt and uncared for

- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful or withdrawn
- avoid eye contact
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss sessions, arrive late or try to leave activities before they are scheduled to end
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their studies or training
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age
- acquire gifts such as money or a mobile phone from new 'friends'

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the CSO/DSO Head of Safeguarding to decide how to proceed.

## Appendix three

### Definitions of abuse. This is not an exhaustive list

**Child sexual exploitation:** A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

**Peer-on-peer abuse:** Children and young people can be taken advantage of or harmed by adults and by other children. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children and within children's relationships (both intimate and non-intimate).

**Neglect:** Ongoing failure to meet the basic needs of children and/or adults at risk. Neglect may involve; failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger, or the failing to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to, basic emotional needs.

In an activity setting, it may involve failing to ensure that children and/or adults at risk are safe and adequately supervised or exposing them to unnecessary risks.

**Grooming:** Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

**Radicalisation:** The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children and/or adults at risk for the purposes of involvement in extremist activity is a serious Safeguarding issue.

**Bullying:** Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

**Cyberbullying:** The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition it occurs among children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Bullying as a result of any form of discrimination:

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race,



religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

**Poor practice:** This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.

**Hazing:** Any rituals, initiation activities, action or situation, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of Vulnerable Groups.

**Infatuations:** Vulnerable Groups may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child or Adult at Risk may be infatuated with him/ her, or with a colleague, should discuss this at the earliest opportunity with the Club Safeguarding Officer (CSO) (or Motorsport UK's Head of Safeguarding).

**Domestic violence:** Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

**Fabricate or induced illness:** Fabricated or Induced Illness is easiest understood as illness in a child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

**Private fostering:** A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as “a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent”. A child who is Looked After by a local authority or placed in a children’s home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore Clubs with host families should inform and work with their local authority ensuring that they meet legislative and local procedural requirements.

**Child Criminal Exploitation:** County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.

**‘Honour-Based’ Violence:** violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

**Female Genital Mutilation (FGM):** FGM is the collective name given to a range of procedures involving the partial or total removal of external female genitalia for non-medical reasons. In England, Wales and Northern Ireland, the practice is a criminal offence under the Female Genital Mutilation Act 2003. The practice can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

FGM is carried out on girls of any age, from young babies to older teenagers and adult women. Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by a girl of any age about going on a long holiday during the summer vacation period.

**A Forced Marriage:** is a marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. The Anti-social Behaviour Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry.

Children may be married at a very young age, and well below the age of consent in the UK which would make it unlawful in relation to a UK citizen. Relevant Club staff receive training and should be particularly alert to suspicions or concerns raised in relation to a young person who is being taken abroad and may be anxious or prevented from returning to the UK.