



# Child Safeguarding Policy

for Essex Land Rover Club

Date: 05/02/2019

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# Introduction

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The ELRC believes that it is always unacceptable for a child or a vulnerable person to experience any kind of abuse and recognises its responsibility to safeguard the welfare of all children and vulnerable people. The club has a commitment to this responsibility and abides by this policy and that policy set out by Motorsport UK.

As a club we recognise that:

- A child's welfare is paramount.
- All children whatever their gender, age, culture, disability, language, racial origin, religious identity and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of inappropriate behavior will be taken seriously and responded to swiftly and appropriately.
- All members have a responsibility to report any concerns to the Child Safeguarding Officer or other appropriate officer.
- Anyone under the age of 18 should be considered as a child, as defined by the Children Act 1989.

We will seek to safeguard children by:

- Valuing them, listening to and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for all members.
- Sharing information about child protection and good practice with all.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.

Remember it is not your responsibility to decide if abuse has occurred, but instead it is your responsibility to act if you have any concerns and do something about it.

The club's Child Safeguarding Officer will record details of any concerns or incidents and pass them on, as necessary to either the Motorsport UK Lead Safeguarding Officer, the Police and/or other relevant body.

This policy will be reviewed regularly and updated as necessary in line with the Motorsport UK Child Safeguarding Policy and guidelines.

## Scope

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This policy is relevant to all members of the Essex Land Rover Club and should be followed by them at all times. This policy applies to the management of any child safeguarding concern, at any club event, whether arising from that event or not.

The purpose of this policy is to:

- Provide protection of children who attend any events run by the ELRC.
- Help give the club guidance on procedures they should follow in the event that they suspect a child or vulnerable person may be experiencing, or at risk of harm.

## Definitions

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**Motorsport UK** - The official governing body of motorsport in the United Kingdom (formerly the MSA).

**CSO** - Child Safeguarding Officer; this is the title for the person or persons that the club nominate as the individual(s) responsible for ensuring safeguarding is promoted throughout the club and that concerns or incidents are dealt with in the correct manner.

**Safeguarding Children** - A broader term than 'Child Protection' which includes prevention activities.

**Child Protection** - Is the specific aspect of safeguarding that protects children from harm or abuse, or the risk of harm or abuse.

**Child** - Any person that has not reached their 18<sup>th</sup> birthday.

**Club Event** - Any event organised or run by the Essex Land Rover Club, whether it be an Motorsport UK permitted event such as a trial, or another event such as a charity event where ELRC are in attendance, a green laning trip or social meeting.

## Roles and Responsibilities

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### **ELRC**

The club have this policy in place and will adhere to it and also will:

- Appoint at least one Motorsport UK Club Child Safeguarding Officer.
- Inform the Motorsport UK Lead Safeguarding Officer of the nomination of the above and maintain current details for them.
- Include child safeguarding matters at their committee meetings as a standard item and keep records of all discussions.
- Support the Motorsport UK Club Child Safeguarding Officer.

### **Motorsport UK Club Child Safeguarding Officer**

The club CSO will endeavour to:

- Comply with the Motorsport UK Club Child Safeguarding Officer role description.
- Attend initial and refresher training opportunities.
- Ensure that child safeguarding is a standard agenda item for the club committee meetings.
- Raise the profile of child welfare within the club.
- Cooperate with the Motorsport UK Lead Safeguarding Officer/Event Clerk of the Course/ Motorsport UK Steward
- Ensure every club event or activity has access to a Motorsport UK Club Child Safeguarding Officer, and that the necessary contact details are displayed at each event (or available on request from lead organiser at the event).
- Ensure that contact details and the ELRC Child Safeguarding Policy are available on the ELRC website.
- Manage child safeguarding incidents at club events and activities.
- Complete child safeguarding documentation for each child safeguarding concern and store according to Motorsport UK /club requirements.

## **ELRC Club Members**

All adults within the Essex Land Rover Club have a responsibility to recognise actual and potential child abuse and safeguarding concerns, and report this report this to the Motorsport UK Club Child Safeguarding Officer or Motorsport UK Lead Safeguarding Officer.

## **Motorsport UK**

Motorsport UK will ensure that Child Safeguarding and Child Protection are regularly discussed on Senior Management Team, Regional Committee, Motor Sports Council and Motorsport UK Board agendas.

Motorsport UK will provide support and access to Motorsport UK Clubs /Organisations through the Motorsport UK Lead Safeguarding Officer.

Motorsport UK will provide initial and refresher training for Motorsport UK Club Child Safeguarding Officers.

Motorsport UK will provide access to the Motorsport UK Child Safeguarding Policy and documentation via the Motorsport UK website.

Motorsport UK will cooperate with all requests from Local Authorities, Local Safeguarding Children's Boards (LSCB's) or their equivalent, 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 Lead Safeguarding Officer**

The Motorsport UK Lead Safeguarding Officer will ensure that child welfare issues are reported at Motorsport UK Senior Management Team Meetings and that safeguarding children and Child Protection is a standing item at Motorsport UK Senior Management Team Meetings.

The Motorsport UK Lead Safeguarding Officer will provide support to Motorsport UK Club Child Safeguarding Officers in their role. This will include providing access to training for motor sport officials, and club officials, support and advice to Motorsport UK Club Child Safeguarding Officers, and liaison with statutory agencies in individual cases.

# Code of Conduct

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All club members must:

- Treat all children and young people with respect.
- Ensure that, whether possible, there is more than one adult present during activities that involve children; or at the very least that they are in sight or hearing of others.
- Respect a child's right to privacy.
- Remember that others might misinterpret your actions, no matter how well-intentioned, this includes physical contact.
- Recognise that special caution is required when discussing sensitive issues with children.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse to the Motorsport UK Club Child Safeguarding Officer.
- Keep a written record of any injury or incident that occurs.

Club members must not:

- Have inappropriate physical or verbal contact with children.
- Make suggestive or derogatory remarks or gestures in front of children.
- Allow allegations made by a child to go unchallenged, unreported or not acted upon.
- Jump to conclusions about others without checking facts.

## Incident Reporting Procedure

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All child safeguarding concerns must be reported, by telephone or in person, to the Motorsport UK Club Child Safeguarding Officer. Concerns can be reported by any individual; adults and children alike. Any concern will be acted upon by the Motorsport UK Club Child Safeguarding Officer and will be recorded on a Motorsport UK Child Safeguarding Incident Reporting Form, and when required a Motorsport UK Continuation Sheet.

On completion of the above form(s), the original will be forwarded to the Motorsport UK Lead Safeguarding Officer for investigation and storage. The Motorsport UK Club Child Safeguarding Officer will keep a copy of the completed incident form and store it securely within the club for 12 months. After this period, they will destroy the document.

If a concern is raised to the Motorsport UK Club Child Safeguarding Officer during a club event, it should be notified to the Event Clerk of the Course and the Motorsport UK /Club Steward for the event that a safeguarding concern has been raised.

Where there are concerns that a child is in immediate danger, the Motorsport UK Club Child Safeguarding Officer must contact the Police immediately. In the absence of the Motorsport UK Club Child Safeguarding Officer, this ideally should be carried out by the Secretary of the event.

Where concerns are raised and recorded but the child is not in immediate danger the case will be referred to the children's social care.

Concerns relating to adults at events must have factual evidence to support the actions to be taken, and must be recorded on the Motorsport UK Child Safeguarding Incident Report Form and also reported to the MSA Child Safeguarding Coordinator.

The Motorsport UK Club Child Safeguarding Officer and individuals witnessing incidents will cooperate with the Motorsport UK Lead Safeguarding Officer, statutory agencies (the Police and Children's Social Care) and Local Safeguarding Children's Board (or equivalent) as necessary.

In the event of a safeguarding concern or incident, the ELRC Committee will be notified that a concern or incident is being investigated. Details of which will not be disclosed to them due to confidentiality.

**At all times the child must be the focus of the case management and be protected from further harm.**

## Photography

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The Essex Land Rover Club permits photography at events and although the open nature of our events means that it does not allow full control of spectators, the club does encourage responsible use of photography at all times.

Individuals must not engage in photographic activity when on duty i.e. officiating at an event. There is an exception when officiating duties require photographic evidence to be collected.

Any individual that has concerns regarding photography and child safeguarding during a club event or activity must contact the Motorsport UK Club Child Safeguarding Officer or in their absence, the Secretary of the event.

## Specific Club Events

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The contact details at the end of this policy should be on display at club events where possible. At events where this is not possible, they will be available from the club member leading that event.

**Trials** - contact details will be on display in the folder (with site permits etc) at signing on.

**Greenlaning** – contact details will be available from the group lead. Anyone under the age of 18 are to only be in a vehicle with their parent/guardian.

**Shows** - At shows where the club are providing off-road rides to the public, club members are not to take anyone under the age of 18 unaccompanied in their vehicle; anyone under the age of 18 must be with a parent/guardian. In addition to this, a parent/guardian must be responsible for putting on and taking off the child's seatbelt and getting them in and out of the vehicle.

**Charity Support/4x4 Response** - Anyone under the age of 18 who is being transported by a club member in their vehicle must be accompanied by a parent/guardian or an event organiser if they are acting as a chaperone. The parent/guardian or chaperone is responsible for putting on and taking off the child's seatbelt and for getting them in and out of the vehicle.

## Contacts

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ELRC Child Safeguarding Officer - Steve Wood - 07703 829789

Motorsport UK Lead Safeguarding Officer - 01753 765071

ELRC Chairman – Ray Booty - chairman@elrc.info

ELRC Secretary – Steve Wood - secretary@elrc.info

Essex Police (Emergency Number) - 999

Essex Police (Non-Emergency Number) - 101

Essex County Council Children's Social Care:

Emergency number - 0845 606 1212

Immediate concerns - 0845 603 7634

Other enquires - 0845 603 7627

Essex Safeguarding Children Board - 0333 013 8936