



Club Safeguarding Policy

for Essex Land Rover Club

Table of Contents

- I. **Introduction**
- II. **Scope**
- III. **Definitions**
- IV. **Roles and Responsibilities**
- V. **Code of Conduct**
- VI. **Incident Reporting Procedure**
- VII. **Photography**
- VIII. **Specific Club Events**
- IX. **Contacts**

Introduction

Essex Land Rover Club Ltd believes that it is always unacceptable for any young or vulnerable person to experience any kind of abuse and recognises its responsibility to safeguard the welfare of all young people 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 young/vulnerable person's welfare is paramount.
- All young/vulnerable people, 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 Club Safeguarding Officer or other appropriate officer.
- Anyone under the age of 18 should be considered as a young person, as defined by the Children Act 1989.

We will seek to safeguard young and vulnerable people by:

- Valuing them, listening to and respecting them.
- Adopting safeguarding guidelines through procedures and a code of conduct for all members.
- Sharing information about safeguarding and good practice with all.
- Sharing information about concerns with agencies who need to know and involving parents and young people 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 Safeguarding Officer will record details of any concerns or incidents and pass them on, as necessary to either the Motorsport UK Safeguarding Lead, the Police and/or other relevant body.

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

Scope

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

The purpose of this policy is to:

- Provide protection of young people and vulnerable people who attend any events run by the ELRC.
- Help give the club guidance on procedures they should follow if they suspect a young person or vulnerable person may be experiencing, or at risk of harm.

Definitions

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

CSO - Club Safeguarding Officer; this is the title for the person or persons that the club nominates 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 - 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.

Young Person - Any person that has not reached their 18th birthday.

Club Event - Any event organised or run by the Essex Land Rover Club, whether it be a 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

Essex Land Rover Club Ltd

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

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

Motorsport UK Club Safeguarding Officer

The CSO will endeavour to:

- Comply with the Motorsport UK Club Safeguarding Officer role description.
- Attend initial and refresher training opportunities.
- Ensure that safeguarding is a standard agenda item for the club committee meetings.
- Raise the profile of welfare for young people within the club.
- Cooperate with the Motorsport UK Safeguarding Team/Event Clerk of the Course/ Motorsport UK Steward
- Ensure every club event or activity has access to a Motorsport UK Club 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 Safeguarding Policy are available on the ELRC website.
- Manage safeguarding incidents at club events and activities.
- Attend an event if a safeguarding concern is reported.

- Complete safeguarding documentation for each 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 Safeguarding Officer or Motorsport UK Safeguarding Team.

Motorsport UK

Motorsport UK will ensure that 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 Safeguarding Officers.

Motorsport UK will provide access to the Motorsport UK 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 Safeguarding Team

The Motorsport UK Safeguarding Team will ensure that young person welfare issues are reported at Motorsport UK Senior Management Team Meetings and that safeguarding young people and Child Protection is a standing item at Motorsport UK Senior Management Team Meetings.

The Motorsport UK Safeguarding Lead will provide support to Motorsport UK Club 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 Safeguarding Officers, and liaison with statutory agencies in individual cases.

They will also ensure DBS checks are kept current and renewed every 3 years for all Club Safeguarding Officers.

Code of Conduct

All club members must:

- Treat all young people and vulnerable individuals with respect.
- Ensure that, when 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 young person'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 young people.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse to the Motorsport UK Club Safeguarding Officer.
- Keep a written record of any injury or incident that occurs.

Club members must not:

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

Incident Reporting Procedure

All safeguarding concerns must be reported, by telephone or in person, to the Motorsport UK Club Safeguarding Officer. Concerns can be reported by any individual; adults and children alike. Any concern will be acted upon by the Motorsport UK Club Safeguarding Officer and will be recorded on a Motorsport UK 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 Safeguarding Team for investigation and storage. The Motorsport UK Club 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 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 young/vulnerable person is in immediate danger, the Motorsport UK Club Safeguarding Officer must contact the Police immediately. In the absence of the Motorsport UK Child Safeguarding Officer, this ideally should be carried out by the Secretary of the event.

Where concerns are raised and recorded but the individual person 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 Safeguarding Incident Report Form and reported to the Motorsport UK Safeguarding Team.

The Motorsport UK Club Safeguarding Officer and individuals witnessing incidents will cooperate with the Motorsport UK Safeguarding Team, 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 young person/vulnerable person must be the focus of the case management and be protected from further harm.

Photography

Essex Land Rover Club Ltd 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 always encourage responsible use of photography.

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 safeguarding during a club event or activity must contact the Motorsport UK Club Safeguarding Officer or in their absence, the Secretary of the event.

Specific Club Events

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. For additional information, please see the specific Essex 4x4 Response Safeguarding Policy.

Contacts

	ELRC Club Safeguarding Officer - Steve Wood - 07703 829789 safeguarding@elrc.info
	Motorsport UK Safeguarding Lead - 01753 765000 07851 248672 safeguarding@motorsportuk.org
	ELRC Chairman - chairman@elrc.info
	ELRC Secretary – John Musham - 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 Childline – 0800 1111 NSPCC – 0808 800 5000

