

BATH MOTOR CLUB SAFEGUARDING POLICY

1. Purpose and Commitment

Bath Motor Club is fully committed to safeguarding and promoting the welfare of everyone involved in its activities.

All members, participants, volunteers, officials, committee members, parents and guardians, are expected to treat others with dignity and respect and to conduct themselves in a manner that reflects the principles of the Club and Motorsport UK's **Race with Respect** values.

Everyone has the right to participate in motorsport in a safe, positive and enjoyable environment, free from abuse, neglect, exploitation, discrimination, bullying, harassment and intimidation.

Safeguarding is everyone's responsibility.

The Club recognises its responsibility to safeguard and promote the welfare of children, young people and adults at risk, and to take appropriate action whenever a safeguarding concern arises.

2. Scope

This policy applies to all Bath Motor Club activities, whether organised directly by the Club or undertaken on its behalf, and applies to all people involved in those activities.

This includes Club meetings, social activities, competitions, events, training, travel, overnight stays, online activity and Club-related communications.

The Club will comply with the safeguarding requirements of Motorsport UK and with applicable legislation and statutory guidance.

3. Definitions

3.1 Children and young people

For the purposes of this policy, a **child or young person is anyone under the age of 18**.

This applies regardless of whether they are participating, volunteering, spectating or otherwise involved in Club activity.

3.2 Adult at risk

An **adult at risk** is a person aged 18 or over who is unable to protect themselves from harm, or the risk of harm, because of their care and support needs.

3.3 Safeguarding

Safeguarding includes protecting people from abuse, neglect, exploitation and other forms of harm, and promoting their welfare, safety, dignity and wellbeing.

Safeguarding concerns may include, but are not limited to:

- physical abuse
- emotional or psychological abuse
- sexual abuse or sexual harassment
- bullying and cyber-bullying
- discrimination
- abuse by a person in a position of trust
- self-neglect
- organisational abuse

4. Policy Principles

The key principles of this policy are:

- The welfare and safety of children and adults at risk are paramount.
- Safeguarding is everyone's responsibility.
- Everyone has an equal right to protection from abuse and harm
- All safeguarding concerns, allegations, suspicions or disclosures will be taken seriously and dealt with promptly and appropriately
- Information will be handled confidentially, except where there is a legal requirement or to protect someone from immediate harm; and in all cases handled sensitively
- The Club will work with Motorsport UK, the Police, Local Authority safeguarding services and other appropriate agencies where necessary.
- The Club will support a culture in which people feel able to speak up about concerns without fear of being ignored or dismissed

5. Motorsport UK Requirements

Bath Motor Club confirms that it will adhere to the current **Motorsport UK Safeguarding Policy, procedures and guidance**, as amended from time to time.

The Club will also comply with the Motorsport UK **Race with Respect Code** and applicable Motorsport UK guidance concerning children and young people, safer recruitment, safeguarding training, information sharing and the management of safeguarding concerns.

6. Club Safeguarding Officers

Bath Motor Club will appoint and maintain appropriately trained Club Safeguarding Officers (CSOs).

The Club's current Safeguarding Officers are:

Alice Short – Motorsport UK ID: 326140 – 07986 549265

Jamie Short – Motorsport UK ID: 225908 – 07487 512335

Safeguarding email: safeguarding@bathmotorclub.co.uk

The names and contact details of the Club Safeguarding Officers will be made available to members and participants via the website and posters / digital posters at events.

The CSOs will:

- act as the first point of contact for safeguarding concerns within the Club;
- maintain appropriate safeguarding records;
- ensure concerns are reported to Motorsport UK and/or statutory agencies as required;
- maintain appropriate confidentiality;
- share information only on a need-to-know basis;
- promote good safeguarding practice within the Club; and
- undertake safeguarding training as required by Motorsport UK.

Where a concern relates to a Club Safeguarding Officer, that concern must be reported directly to the other CSO and/or to Motorsport UK.

7. Reporting Safeguarding Concerns

Anyone who has a safeguarding concern must report it. This includes concerns based on something they have:

- witnessed;
- been told about;
- had disclosed to them;
- observed online; or
- otherwise become aware of.

Concerns should be reported **as soon as possible** and should not be ignored simply because the person reporting is unsure whether the behaviour constitutes abuse.

Immediate danger

If someone is in immediate danger or requires urgent medical assistance, the emergency services must be contacted by calling **999**.

The safety of the person at risk takes priority over contacting the Club Safeguarding Officer.

Normal reporting route

Where there is no immediate danger:

1. Report the concern to a Club Safeguarding Officer as soon as possible.
2. Make a factual record of what was seen, heard or disclosed, including the date, time and location where known.
3. Do not investigate the matter yourself.
4. Do not confront the person alleged to have caused harm.
5. Do not promise the person making the disclosure that the information will remain completely confidential.
6. Follow the advice of the Club Safeguarding Officer and/or Motorsport UK.

The Club Safeguarding Officer will report safeguarding concerns to Motorsport UK within the timescale required by Motorsport UK, currently **within 24 hours of becoming aware of or being notified of a safeguarding concern.**

If the Club Safeguarding Officer cannot be contacted, or if it is inappropriate to report the concern to them, the concern may be reported directly to Motorsport UK, the Police or the appropriate Local Authority safeguarding service.

8. Responding to a Disclosure

If a child, young person or adult at risk tells someone that they have been harmed or are worried about their safety, the person receiving the disclosure should:

- remain calm and listen;
- allow the person to speak freely;
- take the concern seriously;
- reassure them that they have done the right thing by speaking up;
- establish whether they are in immediate danger;
- explain that the information may need to be shared with people who can help keep them safe;
- record the information as soon as practicable, using the person's own words where possible; and
- report the concern without delay.

They should **not**:

- investigate the allegation;
- ask unnecessary or leading questions;
- make promises of complete confidentiality;
- dismiss, minimise or question the person's account;
- confront the alleged perpetrator; or
- attempt to resolve the matter themselves.

9. Other concerns

The Club recognises that safeguarding concerns do not always involve behaviour that clearly meets the threshold for abuse.

A concern should still be reported if something appears inconsistent with the Club's standards or the Motorsport UK Race with Respect Code.

Examples may include:

- inappropriate language or jokes;
- sexualised comments or jokes;
- discriminatory or derogatory comments;
- inappropriate private messaging with a child;
- unnecessary or inappropriate physical contact;
- unnecessary arrangements for transporting a child alone; or
- other behaviour that falls below expected standards.

Reporting these concerns helps prevent inappropriate behaviour from becoming normalised or escalating.

10. Expected Practice

All adults involved in the Club are expected to:

- act as positive role models;
- maintain appropriate professional boundaries with children, young people and adults at risk;
- treat everyone with dignity and respect;
- follow all event-specific rules, permissions and safeguarding arrangements;
- ensure children are appropriately supervised;

- ensure that children are not exposed to inappropriate language, behaviour, alcohol or other harmful activity;
- not be under the influence of alcohol or illegal drugs while carrying out any role within a Motorsport UK or Bath Motor Club event.

11. Unacceptable Behaviour

The following behaviours are unacceptable and will be treated seriously by the Club. This may result in a referral to Motorsport UK and any consequences issued by Bath Motor Club, and where appropriate, referral to statutory agencies.

This includes but not limited to:

- physically, emotionally or sexually abusing another person;
- neglecting a child or adult at risk;
- humiliating, threatening, bullying or intimidating another person;
- discriminatory, racist, sexist, homophobic or otherwise derogatory behaviour;
- sexual harassment or sexually explicit comments, jokes, images or material;
- any unwanted physical contact or behaviour that breaches personal boundaries;
- inappropriate communication or online contact with children;
- deliberately isolating or excluding someone;
- sharing overnight accommodation or a bedroom with a child or adult at risk, except where the person is their parent/guardian or where a specific, appropriate and authorised arrangement is in place;

12. Safer Recruitment and Suitability Checks

The Club will follow Motorsport UK safer-recruitment requirements.

Where a Club role meets the criteria for regulated activity or otherwise requires a suitability check, the Club will ensure that the appropriate check, such as an Enhanced DBS check, is completed before the individual undertakes the relevant role, unless Motorsport UK guidance provides otherwise.

The Club will not knowingly appoint or permit an individual to undertake a role requiring a satisfactory suitability check where the required check has not been completed and appropriately considered.

The Club Safeguarding Officers will meet all applicable Motorsport UK licensing, safeguarding training and suitability-check requirements.

13. Training and Awareness

The Club will promote safeguarding awareness among its committee members, officials, volunteers and members.

People undertaking roles for which Motorsport UK requires safeguarding training will complete the relevant Motorsport UK training.

The Club will ensure that its Safeguarding Officers undertake the training required by Motorsport UK and remain familiar with current safeguarding policies, procedures and reporting arrangements.

14. Confidentiality, Information Sharing and Records

Safeguarding information will be treated as confidential and shared only with those who need the information to protect the person at risk or to manage the concern appropriately.

The Club will comply with applicable data-protection requirements, including the Data Protection Act 2018 and UK GDPR.

Safeguarding records will be:

- factual and accurate;
- dated and, where appropriate, timed;
- securely stored;
- accessible only to authorised persons; and
- retained and disposed of in accordance with applicable law and Motorsport UK guidance.

Confidentiality must never prevent information being shared where doing so is necessary to protect someone from harm or where disclosure is required by law.

Parents or guardians will normally be informed about concerns relating to a child where appropriate; however, this will not be done where doing so could increase the risk to the child or otherwise prejudice safeguarding action.

15. Local Safeguarding Arrangements

For concerns arising in Bath and North East Somerset, the Club will work with the relevant local safeguarding agencies.

Children's Social Care – Bath & North East Somerset

During office hours: **01225 396111** or **01225 477929**

Out of hours: **01454 615165**

Local Authority Designated Officer (LADO) – Bath & North East Somerset

Email: LADO@bathnes.gov.uk

Telephone: **01225 396810**

The LADO should be consulted where an allegation concerns an adult who works with or has a position of trust in relation to children.

Where a concern arises outside Bath and North East Somerset, the Club will contact the safeguarding service for the area in which the concern is happening; the person at risk lives or as otherwise advised by Motorsport UK or the relevant statutory agency.

16. External Safeguarding Contacts

Motorsport UK Safeguarding Team

Telephone: **01753 765000**

Email: safeguarding@motorsportuk.org

Police / Emergency Services

Emergency: **999**

Non-emergency Police: **101**

NSPCC Helpline

Telephone: **0808 800 5000**

Current telephone hours: **10am–4pm, Monday–Friday**

Email: help@nspcc.org.uk

Current email hours: **11am–4pm, seven days a week**

The NSPCC Helpline can provide advice and support concerning children. It should not be relied upon for emergencies; immediate danger should be reported to the Police or appropriate Children's Services.

Childline

Telephone: **0800 1111**

Available to children and young people under 19.

17. Review of this Policy

This policy will be reviewed at least annually and sooner if:

- Motorsport UK safeguarding requirements change;
- relevant legislation or statutory guidance changes;
- an incident identifies a need for improvement;
- lessons are identified from safeguarding concerns; or
- the Club's activities or arrangements change significantly.

The Club will ensure that the current version of this policy is made available to members and relevant participants.

Bath Motor Club recognises that safeguarding is everyone's responsibility. Everyone involved in the Club has a duty to help create a safe, respectful and inclusive environment and to speak up whenever something does not feel right.

Policy owner: Bath Motor Club Ltd

Policy written by: Alice Short (CSO) and Jamie Short (CSO)

Approved by: David Whittock - Chairman

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