



Safeguarding Policy- V1

Introduction

The Lotus on Track Racing Drivers Club (LoTRDC) have a moral and legal obligation to ensure that, when given responsibility for young and vulnerable people they are all provided with the highest possible standard of care. Through the implementation of this Safeguarding Policy document and with the support of its employees and volunteers, the LoTRDC aims to assist Motorsport UK to maintain the professionalism and safeguards of good practice, which are associated with our sport. The policy outlines the following key areas:

- It recognises the responsibility of all those involved in Motor Sport (professionals and volunteers) to safeguard and promote the interests and wellbeing of both young and vulnerable individuals with whom they are working.
- It provides a framework for the recruitment, selection, suitability, and deployment of individuals working with young and vulnerable individuals.
- It emphasises the value of working closely in partnership with all others involved to protect young and vulnerable individuals from harm and discrimination.
- It acknowledges that abuse can take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected, will further safeguard all within Motorsport. This policy should be read alongside the Motorsport UK Safeguarding Children Policy.

Policy Statement

This statement defines the stance of the LoTRDC on issues relating to safeguarding young and vulnerable individuals, defining what the club is committed to, in providing a safe environment for such people. The LoTRDC Policy Statement on Safeguarding is as follows:

- The individual's welfare is paramount.
- All individual's whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- It is the responsibility of the clubs Safeguarding Officer(s) to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns at the first opportunity.
- The issue of safeguarding is covered in organisational risk assessments and as a result both individual's and staff or volunteers should be adequately protected. Checks carried out through Motorsport UK to the DBS have been set up to increase access to information, to help provide protection for all people against those who might wish to harm them. The aim of this is to make justifiable levels of information available to people responsible for

recruitment decisions so that they can decide for themselves if someone has an unsuitable background.

Good Practice Guide for Senior Officials

Abuse is a very difficult situation for all officials and having the right systems in place can help all concerned. The club has appointed people to fulfil the role of Safeguarding Officer(s) for the club. Their role will be to offer advice in the prevention of abuse, issue guidelines on how to deal with the discovery of abuse, follow agreed procedures and develop systems which allow complaints to be heard. Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Officials or volunteers may have regular contact with young and vulnerable individuals and are an important link in identifying cases where an individual needs protection. All suspicious cases of poor practice should be reported to the club. All personnel within sport should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within sport:

Good Practice means:

- Always working in an open environment, hence avoiding private or unobserved situations.
- Treating all people equally and with respect and dignity.
- Making sport fun, enjoyable and promoting fair play.
- Involving parents / guardians wherever possible.
- If children have to be interviewed ensure officials work in pairs.
- Ensuring that children should be accompanied by parents / guardians preferably with a member of the same sex.
- Try to always set a good example in your behaviour.
- Give constructive feedback rather than negative criticism.
- Be aware of any medicines being taken by participants or any existing injuries.
- Keeping a written record of any injury that occurs, along with the details of treatment given
- Request written parental consent if officials are required to transport children in vehicles.

You should never:

- Engage in rough, physical, or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to an individual, even in fun.
- Let allegations an individual makes go unchallenged or unrecorded.
- Do things of a personal nature that individuals can do for themselves.
- Conduct any interview without a parent / guardian being present or without a witness.

Tasks should only be carried out with the full understanding and consent of parents / guardians and in an emergency, parents / guardians should be fully informed. It is important to ensure all officials are sensitive to the individual and undertake personal care tasks with the utmost discretion. In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent / guardian, including hospitalisation.

LoTRDC Safeguarding Officers

The LoTRDC will designate the Club's Safeguarding Officer(s), whose contact details are given below, to handle all safeguarding issues. Prior to appointment, these people will be required to undertake a Criminal Records Check (Enhanced level) and will have a role within the club management structure. Once clearance has been received from the Motorsport UK Child Protection Coordinator, Motorsport UK registration cards will be issued to validate the appointment and they will access designated training that will be arranged via Motorsport UK. The role of the Club Safeguarding Officer(s) is crucial in ensuring that the LoTRDC Safeguarding Policy and Implementation Procedures work in practice. The Club Safeguarding Officer(s) act as the first point of contact for anyone in the club who has a concern about an individual and about poor practice or possible abuse by adults working with vulnerable people. The Safeguarding Officer(s) therefore aims to be perceived as being approachable and as having a focussed approach. The Safeguarding Officer is not perceived to be an "expert" in safeguarding that is the role of the statutory agencies (Police and Social Services). Ideally, they should have a background in working with vulnerable people such as teachers, childminders, social workers, Police child protection team officers, or child health workers.

The LoTRDC Safeguarding Officer is:

Richard Short

safeguarding@lotrdc.com

Motorsport UK Safeguarding:

Linda Medicott

07851 248 672

linda.medlicott@motorsportuk.org

What to do if abuse is suspected or alleged to have occurred

If a person informs you directly that they are being abused outside the Motorsport UK environment (i.e. at home or some other setting) or through your own observations or through a third party you become aware of possible abuse outside the event environment, you must react immediately.

- Ensure the safety of the person. If the person needs immediate medical treatment, take the person to hospital, or call an ambulance, inform doctors of your concerns, and ensure they are aware that it is a safeguarding issue.
- Contact the Club Safeguarding Officer(s) immediately who will follow the reporting procedures detailed below. If the Club Safeguarding Officer(s) are unavailable or cannot be contacted, then contact the clubs Chief Operating Officer and then follow the two points below:
 - Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Child Line on 0800 1111.

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- Make a full and factual record of events and forward a copy of the recorded information, as directed by the Social Services and/or Police and to the Club Safeguarding Officer.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with your Club Safeguarding Officer(s).

What should you do if there are allegations of abuse?

Always:

- Stay calm - ensure the individual is safe and feels safe.
- Show and tell the individual that you are taking what they say seriously.
- Reassure the individual and stress that they are not to blame.
- Be honest: explain that you will have to tell someone else to help stop the alleged abuse
- Make a note of what the individual has said as soon as possible after the event.
- Maintain confidentiality - only tell others if it will help protect the individual.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigation.
- Take sole responsibility - consult someone else so you can begin to protect the individual and gain support for yourself.

You may be upset about what the individual has said, or you may worry about the consequences of your actions. Sometimes people worry about people being removed from their families because of abuse but in reality, this rarely happens. The effects of abuse on individuals can be devastating, especially if they are left unprotected or do not receive help to cope with the abuse.

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with individual complainants could prejudice the integrity of evidence that may eventually have to be presented in court. There are particular problems with regard to gaining information from individuals with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without "leading" the individual.

What is abuse?

Abuse is a term used to describe ways in which individuals are harmed, usually by adults and often by people they know and trust. It refers to the damage done to an individual's physical or mental health. Individuals can be abused within or outside their family, at school and in a sports or community environment.

Abuse can take many forms and includes physical abuse by adults or other children, neglect, sexual abuse, emotional abuse, and bullying. It is important to note that an individual could be displaying some of the signs of being abused or behaving in a way which is worrying – this does not necessarily mean they are being abused. Similarly, there may not be any signs and you may just feel something is wrong.

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Geographical Variations

This policy has been written as an umbrella document for application across all LoTRDC events in the UK. However, it is acknowledged and understood that different legislatures may impose varying interpretations and indeed content to the requirements of legislation specifically for England and Wales. In such cases, the requirements of the policy should be viewed as a minimum requirement, and it is the responsibility of the Club to ensure that any individual complies with any supplementary requirements of safeguarding legislation generally across the UK.

Review Period

The Policy and Guidelines as written are seen as a live document, capable of being reviewed and amended according to need on an ongoing basis. For the sake of continuity and consistency, the review period other than that occasioned by changes in the enabling Act(s) shall be at the start of each year. The LoTRDC welcomes any written comments or suggestions regarding the Policy and Guidelines and their application, at any time.

Further Help

If you want to talk things through to gain some advice, you can phone the following 24-hour free telephone numbers. You do not have to give your name, but it is helpful if you can.

NSPCC

0808 800 5000

www.nspcc.org.uk

Child Line

0800 1111

www.childline.org.uk

If you have had an allegation made against you, advice and support can be gained from the following sources:

Motorsport UK

01753 765000

safeguarding@motorsportuk.org

Citizens Advice Bureau

<https://www.citizensadvice.org.uk/>

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