

# **CAMBRIDGE CAR CLUB SAFEGUARDING POLICY**

## **1. INTRODUCTION**

Cambridge Car Club recognises that it has a moral and statutory responsibility to safeguard and promote the welfare of all our members. This includes members of our committee, our volunteers, participants and those who attend our events in whatever capacity.

Cambridge Car Club is committed to providing a safe and welcoming environment where everyone is respected, valued, and supported to participate or volunteer with our club.

This policy is in line with the Motorsport UK Safeguarding Children Policy as Cambridge Car Club's national governing body.

## **2. POLICY AIMS**

The purpose of this policy is to:

- Demonstrate Cambridge Car Club's commitment to safeguarding children, young people and adults.
- Promote good practice which encourages the development of a safe and positive environment for all, particularly children and young people.

## **3. POLICY PRINCIPLES**

- The welfare of our members is paramount. Cambridge Car Club has a role to play in protecting our members from physical, emotional and sexual abuse, from neglect and bullying.
- Everyone, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, has equal protection rights.
- Safeguarding is everybody's responsibility. All volunteers and club members have a responsibility to respond positively, swiftly and appropriately in response to any concerns, suspicions, or disclosures that may suggest a child, young person or vulnerable adult is at risk of harm.

## **4. SCOPE**

**Who the Policy applies to**

- Volunteers (e.g. Clerks of the Course, Event Secretaries, Scrutineers, marshals).
- Children and young people in the club environment (including non-members and particularly at club events).
- Vulnerable adults.

- Parents and carers of children in the club environment.

### **Where the Policy applies**

Where harassment or abuse is identified:

- At club events and meetings.
- In communications associated with club activities (including online messaging).

## **5. SAFEGUARDING PROCEDURE**

### **Recognising the need for Safeguarding**

Abuse and neglect can occur anywhere; at home, at school, or at a sporting event - we need to be aware of this so that we can spot the signs and take appropriate steps to protect people from further harm.

Abuse, neglect and harm can occur in several different ways:

Children and Young People can be at risk of:	Adults can be at risk of:
<ul style="list-style-type: none"> <li>• Physical Abuse</li> <li>• Emotional Abuse</li> <li>• Sexual Abuse</li> <li>• Neglect</li> <li>• Domestic Abuse</li> <li>• Bullying &amp; cyber-bullying</li> <li>• Poor practice</li> <li>• Breaches of the Race with Respect code of conduct</li> </ul> <p>They can be harmed by:</p> <ul style="list-style-type: none"> <li>• People in a position of trust</li> <li>• Peers</li> <li>• Family members</li> <li>• Strangers (e.g. online)</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Abuse</li> <li>• Emotional Abuse</li> <li>• Sexual Abuse</li> <li>• Neglect</li> <li>• Self-neglect</li> <li>• Domestic Abuse</li> <li>• Financial Abuse</li> <li>• Discriminatory Abuse</li> <li>• Institutional Abuse</li> <li>• Modern Slavery</li> </ul> <p>They can be harmed by:</p> <ul style="list-style-type: none"> <li>• People in a position of trust</li> <li>• Peers / colleagues</li> <li>• Family members</li> <li>• Strangers (e.g. online)</li> </ul>

### **Responding to and managing concerns**

This next section of the procedure details how Cambridge Car Club can best respond to any allegations of abuse, neglect or harm of which we are made aware. It is never an option to do nothing if you become aware of a concern for someone's safety. It is of the utmost importance that our response to an allegation is reassuring, appropriate, accurate and does not put the person concerned at increased risk.

If you are made aware about concerning behaviours or actions of others:

<b>DO</b>	<b>DO NOT</b>
<ul style="list-style-type: none"><li>• Allow them to speak freely</li><li>• Remain calm</li><li>• Listen</li><li>• Provide reassurance</li><li>• Recognise their courage in speaking up</li><li>• Check your understanding of the situation</li><li>• Ask about their immediate safety</li><li>• Explain what will happen next</li></ul>	<ul style="list-style-type: none"><li>• Make judgements</li><li>• Ask lots of questions</li><li>• Promise confidentiality</li><li>• Dismiss, deny or minimise their concerns</li><li>• Over-react</li><li>• Be led by your own feelings</li><li>• Challenge or confront the alleged perpetrator</li></ul>

As soon as it is appropriate to do so, make a record of the conversation. Record the date, time and location of the conversation and write down the words and phrases used by the person.

### **Reporting**

If you believe someone is at immediate risk of harm, contact emergency services.

If you are worried that someone is at risk of harm this must be reported to the Club Safeguarding Officer (CSO). Cambridge Car Club's CSO is the first point of contact and will be contactable at every club event.

The CSO will follow the appropriate reporting procedure depending on the type of incident reported to them as outlined in the Motorsport UK Safeguarding Procedures.

The CSO will take appropriate actions which may include:

- Making enquiries and keeping a local record,
- Seeking advice from the Motorsport UK Safeguarding Team,
- Liaising with statutory partners,
- Maintaining accurate records.

Further information on the reporting procedures can be found in the Motorsport UK Safeguarding Procedure.

If you cannot contact the CSO or it is not appropriate to do so, reports can also be made directly to the Motorsport UK safeguarding team by emailing [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org) or by completing the form at [www.motorsportuk.org/the-sport/safeguarding/sharing-a-concern/](http://www.motorsportuk.org/the-sport/safeguarding/sharing-a-concern/)

## Reporting process

<b>Recognise:</b>	Breach of Race with Respect Peer-on-peer abuse Poor Practice	Concern about welfare outside of motorsport	Any allegation which meets the safeguarding threshold <sup>1</sup>
<b>Report to:</b>	CSO	CSO, Local Authority of NSPCC Helpline	CSO or Motorsport UK Safeguarding Team
<b>The Club CSO will:</b>	<ol style="list-style-type: none"> <li>1. Obtain a record of the incident, the people involved and any actions taken.</li> <li>2. Notify Motorsport UK if an immediate suspension is required while investigations take place.</li> <li>3. Obtain statements from the parties involved.</li> <li>4. Seek to understand any mitigating or aggravating factors.</li> <li>5. Provide a report to the Motorsport UK Incident Triage Panel with recommended outcomes.</li> </ol>	<p>EITHER:</p> <ol style="list-style-type: none"> <li>1. Refer to the Motorsport UK Safeguarding Team</li> </ol> <p>OR:</p> <ol style="list-style-type: none"> <li>2. Report directly to the Local Authority Safeguarding Team where the child lives with support/advice from the Motorsport UK safeguarding team if required.</li> </ol>	Report this to Motorsport UK Safeguarding Team using the Referral form on the website

<sup>1</sup> As detailed in the Motorsport UK Safeguarding Case Investigation Procedure

## **6. THE CLUB'S COMMITMENTS TO SAFEGUARDING**

### **Members of Cambridge Car Club committee will:**

- Embed this policy and work according to its principles.
- Promote and publicise this policy with all members.
- Ensure it has a minimum of one Club Safeguarding Officer, licensed by Motorsport UK, who is in receipt of an enhanced DBS/PVG check.
- Support the Club Safeguarding Officer in their role.
- Ensure that any services contracted out to other providers take into account the requirement to safeguard our members from abuse, neglect or harm.

### **Members of Cambridge Car Club will:**

- act according to the principles of this policy and associated procedure.

### **Cambridge Car Club's Club Safeguarding Officer will:**

- Meet the annual licence requirements set out by Motorsport UK.
- Promote the club's role in the community.
- Be contactable during all club events.
- Attend training as required by Motorsport UK.
- Embed local safeguarding policies and procedures and work in support of the Local Authority Designated Officer (if required to do so).
- Support the implementation of safer recruitment requirements, ensuring that anyone classed as being in regulated activity with children has appropriate suitability checks completed.

## **7. RACE WITH RESPECT**

This Motorsport UK initiative aims to make motorsport in the UK accessible and welcoming for all, by placing an expectation upon the motorsport community to adopt a socially minded standard of behavior and act with respect at all times. It specifies a minimum standard of behavior in its Code of Conduct and invites all participants to "call out" unacceptable behaviour.

## **8. CONTACTS**

### **Cambridge Car Club Safeguarding Officer**

Name: Steve Greenhill

Email: [Chair@cambridgecarclub.co.uk](mailto:Chair@cambridgecarclub.co.uk)

### **Cambridgeshire County Council Safeguarding Team**

[www.safeguardingcambspeterborough.org.uk](http://www.safeguardingcambspeterborough.org.uk)

**The Motorsport UK Safeguarding Team**

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

Telephone: 01753 765056

This policy has been signed off by:

Clive Grounds, Chair of Cambridge Club