



**TAVERN MOTOR
CLUB LTD**

Safeguarding Children Policy



	Author	Date of Review	Review Points	Endorsed By:
V0.1	D Desbois Secretary	2021		Committee

This policy will be reviewed annually or when there is a legislative change or review to lessons learned or best practice guidance

TAVERN MOTOR CLUB LIMITED

Registered in England and Wales

Company Number 1186810

Registered Office:

Hylands, Holcombe, BA3 5DU



CONTENTS

1	Introduction	4
2	Policy principals and aims	4
3	Terminology	5
4	Good practice guidelines and members code of conduct	6
5	Abuse of position of trust	7
6	Responding to allegations, disclosures & raising concerns	7
7	Training	8
8	Recruitment & selection	8
9	Members/children/adults at risk online & electronic communication	8
10	Recognising abuse	8 - 12
11	Taking appropriate action flowchart	12
12	Appendix one	13
13	Appendix two	13



Introduction

Tavern Motor Club a membership Club and with its governing body Motorsport UK for four-wheel motorsport in the UK, representing, volunteers, clubs, and fans. Tavern Motor Club believes every child and young person, who participates in motorsport should be able to do so in an enjoyable and safe environment and be protected from abuse. Tavern Motor Club supports the assertion that safeguarding is everyone's responsibility. Tavern Motor Club recognises its responsibility to safeguard the welfare of all children and young people by seeking to protect them from all forms of neglect and abuse. Tavern Motor Club is therefore committed to providing a safe environment for all children and young people to participate at all levels within the sport to the best of their abilities.

Policy Statement

This policy is endorsed by the Committee of Tavern Motor Club and Motorsport UK Board of Directors. We take our extended moral and legal duty of care very seriously in relation to children and young people. We seek to ensure the safety and wellbeing of all children and to protect them from harm or abuse when they engage in any activities conducted under the name of Tavern Motor Club. This policy is promoted to all members, volunteers and competitors, and participants via Tavern Motor Club's website.

Child Protection Statement

The Club endeavours to provide a safe and welcoming environment where children are respected and valued. The Club is alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all who participate in our sport, members and volunteers.

Policy principles

- The welfare of the child is paramount
- All children, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection
- Safeguarding is everybody's responsibility. All members, competitors and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a child is at risk of harm
- Children, volunteers, and members involved in child protection issues will receive appropriate support
- Members and volunteers with roles and responsibilities for children and young people will be subject to appropriate safe recruitment checks and safeguarding training
- The Clubs members and volunteers should receive appropriate learning and training opportunities to ensure they can make informed and confident responses to safeguarding issues
- The Club is committed to providing a safe and positive environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so



Policy aims

- To provide all members and volunteers with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To promote consistent good practice
- To demonstrate the Club is commitment to safeguarding children

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

Participants means all and any but not limited to Entrant, Competitor, Coaches UK affiliated schools' instructors, academy members, volunteers, teams, employees and anyone attending a venue licenced by Tavern Motor Club for a Motorsport UK Permitted Event and / or involved in motor sport falling under the territory of Motorsport UK whether or not they are Motorsport UK members.

Member refers to all those working for or on behalf of Tavern Motor Club, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

CSO refers to the Club Safeguarding Officer a designated person within Tavern Motor Club.

Child includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and legal guardians.

Motorsport UK – Governing Body

Motorsport UK as a National Governing Body (NGB), Motorsport UK will provide support and guidance for affiliated Clubs, Groups and Participants. This support will include but not be limited to producing template policies, procedures and good practice guidance and by providing access to training and education opportunities. Motorsport UK recognises the roles and responsibilities of the statutory agencies in Safeguarding children and the responsibilities and expertise of the relevant agencies in determining whether young people have or may have been abused or otherwise harmed or are at risk of harm. Motorsport UK will cooperate with all requests from Local Safeguarding Children and Adult Partnerships and 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 is committed to providing member Clubs, Groups and participants access to appropriate advice and support and ensuring that concerns relating to the Safeguarding of children are taken seriously and acted upon swiftly and appropriately.

Motorsport UK will work to embed a clear commitment throughout the sport of the importance of Safeguarding and generally promoting children's welfare in motorsport.



Motorsport UK encourages all Participants to undergo Safeguarding training at a minimum of 'awareness to safeguarding level', this is a free of charge training module available on the Motorsport UK website.

Motorsport UK encourages all participants whose activities include 'Regulated Activity' or is in a management or supervisory role to those in 'Regulated Activity' to complete the Motorsport UK awareness level Safeguarding training. Motorsport UK is committed to increasing the skillset of participants and therefore will continue to review and develop Safeguarding training that is offered to best meet the needs of participants.

The Organising Clubs, being recognised by Motorsport UK, are bound to conformity with the General Regulations and which include all published policies. Accordingly, Recognised Clubs all have individual legal responsibilities and duties of care in relation to all children connected to the participants in the relevant sporting discipline or who themselves are participants.

Motorsport UK Groups are required to:

- Comply with this policy and supporting guidance
- Appoint at least one CSO who must be licenced with an in date Enhanced DBS by Motorsport UK (no older than 3 years processed via the Motorsport UK system)
- During events, prominently display Motorsport UK's Club Safeguarding Officer Profile poster as above and at the signing on area.
- Provide ongoing support for the CSO and ensure they are included in all Club communications
- Require the CSO to present a three-monthly Safeguarding report to include anonymised safeguarding data to identify trends, assess risk and develop practice following lessons learnt and to ensure the Club's Committee are informed of all relevant Safeguarding activity.

Club Safeguarding Officer

All motorsport Clubs who engage with children (as above) must appoint a Club Safeguarding Officer (CSO). This is a Motorsport UK licenced role that requires an Enhanced Level DBS check to be completed via Motorsport UK service and renewed every 3 years.

CSOs have responsibility to ensure that they:

- Comply with the duties and key responsibilities listed in the Club Safeguarding Officer Role Description document
- Report all Safeguarding concerns to Motorsport UK Head of Safeguarding following relevant procedures outlined within Motorsport UK safeguarding procedures
- Lead the implementation of relevant Safeguarding policies and procedures within Tavern Motor Club, with support of Motorsport UK Safeguarding Team
- Engage with relevant training offered by Motorsport UK. Best practice is to be proactive seek/engage with local Safeguarding training available to you.

Good practice guidelines and member code of conduct

Good practice includes:

- Treating all with respect
- Setting a good example by conducting ourselves appropriately
- Maintaining a child focus and involving children and young people in decisions that affect them
- Encouraging positive, respectful and safe behaviour by all



- Being a good listener
- Being alert to changes in children's behaviour and to signs of negative impact, abuse, neglect and exploitation
- Recognising that challenging behaviour may be an indicator of abuse
- Reading and understanding the Tavern Motor Club's Safeguarding Children policy
- Being aware that the personal and family circumstances of some children and other issues of diversity (including disability and communication/learning differences) lead to an increased risk of abuse
- Sharing all concerns about a child's safety and welfare to the CSO without delay, or, if necessary directly to police or children's social care

Abuse of position of trust

All members are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards them must be beyond reproach. Members understand that under the Sexual Offences Act 2003 it is an offence for a person over the age of 18 to have a sexual or intimate relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is deemed consensual. This means that any sexual activity between those in a position of trust and a young person under 18 may be a criminal offence and would be reported to the Local Authority Designated Officer (LADO).

Responding to allegations, disclosures or concerns

All members, volunteers and participants have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse are taken seriously and responded to quickly and appropriately. It is not the responsibility of anyone within the organisation to decide whether or not child abuse has taken place. It is never an option to do nothing if you become aware of concerns. All concerns must be shared with the appropriate designated individuals or agencies without delay so that advice can be sought, and appropriate action taken. It is however recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the suspicion or report is putting the child concerned in immediate danger.

Raising concerns about a Club member

Members who are concerned about the behaviour of another member towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation. All members, volunteers and participants must remember that the welfare of the child is paramount. All concerns of poor practice or possible child abuse by another member should be reported to the CSO. Complaints about the CSO should be reported to the Committee. Complaints about a Committee member should be reported to Head of Safeguarding at Motorsport UK. Members may also report their concerns directly to the LADO, Local Safeguarding Children and Adult Partnerships, the Police or the NSPCC if they believe direct reporting is necessary to secure action. Where there is a complaint against a member of Tavern Motor Club then one of the following may occur:

- A criminal investigation led by the Police
- A child protection investigation led in a multi-agency approach by the Local Authority
- A child protection investigation led by Motorsport UK



Non-recent abuse allegations

All concerns will be taken seriously by Tavern Motor Club and responded to positively irrespective of when they arose. Evidence demonstrates that non-recent concerns may indicate current risks and therefore Tavern Motor Club encourages anybody with concerns to report them directly to the Police, the CSO, or the NSPCC.

Training

The Club Safeguarding Officer will be offered annual training opportunities given by Motorsport UK's online safeguarding awareness training when registering and an annual safeguarding training module with updated information. Safeguarding updates will also be made available to all member Clubs' of Motorsport UK via email, e-bulletins, website access throughout the year.

Recruitment and Selection

The CSO engaged in any way in activities involving substantial and unsupervised responsibilities in relation to children, young people and adults at risk are required to have a Disclosure and Barring Service check (DBS) and will not be allowed to work in any unaccompanied capacity until clearance has been received by the Compliance Officer.

Staff/children/adults at risk online and electronic communication

Tavern Motor Club provides advice to members and volunteers regarding their personal online activity and electronic communication via its GDPR Policy. Tavern Motor Club has rules regarding online contact and electronic communication with participants and service users (children/adults at risk). Members found to be in breach of these rules may be expelled from the Club and/or internal/external investigation child protection procedures.

Recognising abuse

To ensure that our children and young people are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child unsupervised. Abuse may be committed by adult men or women and by other children and young people

Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause anxiety and distress. All incidents of bullying, including cyberbullying and prejudice-based bullying should be reported.

Taking action

Any child or young person in any family and in any organisation could become a victim of abuse. Members should always maintain an attitude of "it could happen here".

Key points for members to remember for taking action are:



- in an emergency take the action necessary to help the child, if necessary call 999
- report your concern as soon as possible to the CSO, definitely within the same working day
- do not start your own investigation
- share information on a need-to-know basis only - do not discuss the issue with colleagues, friends or family
- complete a record of concern a referral form can be found on Motorsport UK website and at the end of this Policy
- seek support for yourself as these issues almost always have an emotional impact

If you are concerned about a child's welfare

There will be occasions when members may suspect that a child may be subject to harm or abuse. These concerns may arise as a result of issues within motorsport group activities or outside of the motorsport environment. Their behaviour may have changed, they may show signs of confusion or distress, or physical indicators may have been noticed. In these circumstances, members should give them the opportunity to talk and ask if they are OK or if they can help in any way. Members should record these early concerns and report them to the CSO. If the child does reveal that they are being harmed, staff should follow the advice below and discuss their concerns with the CSO.

If somebody discloses to you

It takes a lot of courage for anybody to disclose that they are being abused and there are even greater blocks for children and young people. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults or they may believe, or have been told, that the abuse is their own fault. Sometimes they may not be aware that what is happening is abusive. If a child talks to a member of the Club about anything that indicates a potential risk to their safety or wellbeing, the Club member will, at the appropriate time, let the child know that in order to help them they must pass the information on to someone who can help or advise, the CSO.

The point at which they state that this is a matter for personal and professional judgement. During their conversations with the child staff should:

- allow them to speak freely
- remain calm and not overreact
- give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
- not be afraid of silences
- under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings, or what does their mother think about it. It is fine to say 'do you want to tell me what has happened?' or 'Can you describe what you mean by [quote something they have said]?' in order to clarify what has caused them distress or harm
- at an appropriate time tell the child/young person that in order to help them, the member of the Club must pass the information on to the Club's Safeguarding Officer to get advice and support
- do not automatically offer any physical touch as comfort. If the child is upset and initiates the contact themselves, this should be recorded and reported
- tell the child what will happen next
- report verbally to the CSO themselves (never assume the child or someone else will or has done so)
- provide reassurance, but false promises of confidentiality should never be made



- complete a written record and hand it to the CSO as soon as possible, if you do not feel comfortable referring to the CSO you can refer directly to Motorsport UK's Head of Safeguarding
- seek support for themselves as managing concerns always has an emotional impact

Notifying parents

Tavern Motor Club will normally seek to discuss any concerns about a child with their parents/legal guardian. This must be handled sensitively and the CSO will make contact with the parent in the event of a concern, suspicion or disclosure. Our focus is the safety and wellbeing of the child. Therefore, if the CSO believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Motorsport UK Head of Safeguarding. Motorsport UK may report to or access guidance from Local Safeguarding Children and Adult Partnerships or the Police before parents are contacted.

Confidentiality and sharing information

All members will understand that Safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and member involved but also to ensure that information being released into the public domain does not compromise evidence or any subsequent investigation. Members should only discuss concerns with the CSO. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. However, any member can contact the Local Safeguarding Children and Adult Partnerships if they are concerned about a child. Safeguarding information will be stored and handled in line with the Data Protection Act 2018.

Information sharing is guided by the following rules and principles:

1. neither data protection legislation and guidance or human rights law are barriers to sharing
2. information in the interests of safeguarding
3. be open and honest
4. seek advice from Head of Safeguarding at Motorsport UK
5. share information with consent where possible
6. always consider safety and wellbeing
7. the information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure
8. a record must be kept of your actions, decision & reasons for it

Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers. HM Government (March 2015) Information sharing decisions will be recorded, whether or not the decision is taken to share. Records of concern and other written information will be stored in a secure electronic system with restricted access only made available to appropriate individuals. Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member receives a request to see child protection records, they will refer the request to the CSO.

Referral

to children's social care



The CSO will make a referral to the Local Safeguarding Children and Adult Partnerships if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child. Any member may make a direct referral to the Local Safeguarding Children and Adult Partnerships if they believe independent advice and action is necessary to protect a child.

Reporting directly to child protection agencies

Members should follow the reporting procedures outlined in this policy. However, they may also share information directly with the Local Safeguarding Children and Adult Partnerships, Police or the NSPCC if:

- the situation is an emergency and the CSO, is unavailable
- they are convinced that a direct report is the only way to ensure the child's safety
- for any other reason they make a judgement that direct referral is in the best interests of the child

Peer on peer abuse

Children may be harmed by other children or young people. Members will be aware of the harm caused by bullying. Peer on peer abuse can take many forms including;

- physical abuse such as biting, hitting, kicking or hair pulling
- sexually harmful behaviour/sexual abuse such as inappropriate sexual language, touching, sexual assault
- sexting, including pressuring another person to send a sexual imagery or video content
- teenage relationship abuse - defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner
- initiation/hazing - used to induct newcomers into an organisation such as sports team or school groups by subjecting them to a series of potentially humiliating, embarrassing or abusing trials which promote a bond between them
- prejudiced behaviour - a range of behaviours which causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality, in particular prejudices linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender and sexual identity

Abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'. Abuse is not a gender issue. Both boys and girls can be perpetrators. Likewise, both boys and girls can be victims.

Tavern Motor Club, we take the following steps to minimise or prevent the risk of peer-on-peer abuse.

- We will seek to promote an open and honest environment where young people feel safe to share information about anything that is upsetting or worrying them
- Members will endeavour always to create surroundings where everyone feels confident and at ease in our activities
- Members will ensure that organisation activities are well supervised by appropriate members and volunteers. All allegations of peer on peer abuse should be passed immediately to the CSO. They will then be investigated and dealt with as follows.



Appendix one

Sharing Concerns and Reporting Contact Details

All concerns should be recorded as soon as possible. Records should include the date, time relating to the welfare of any child, whether these concerns arise outside of or within Tavern Motor Club, should be shared and advice sought without delay. Wherever possible, please have as many relevant details to hand e.g. full name, date of birth and address of child, siblings and parents; full details of the concern etc. but do not let a lack of detail block you from reporting.

Motorsport UK Safeguarding Referral Form can be access by clicking here:

<https://www.motorsportuk.org/wp-content/uploads/2020/07/2020-07-20-motorsport-uksafeguarding-referral-form.pdf>

The following contact numbers are provided for the reporting of concerns:

Motorsport UK Safeguarding team

Email: safeguarding@motorsportuk.org

Motorsport UK Compliance Officer Jennifer Carty

Email: Jennifer.Carty@motorsportuk.org

Motorsport UK Head of Safeguarding Linda Medlicott

Email: Linda.medlicott@motorsportuk.org

Tavern Motor Club Safeguarding Officer Alan Desbois

Email: alan@desbois.co.uk Mobile Number: 07778 923064

Appendix two

Four categories of abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Indicators of abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that members are also aware of the range of behavioural indicators of abuse and report any concerns to the designated CSO.

It is the responsibility of members to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

A child who is being abused, neglected or exploited may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing in front of others
- look unkempt and uncared for
- have difficulty in making or sustaining friendships
- appear fearful or withdrawn
- avoid eye contact
- be reckless with regard to their own or other's safety
- self-harm

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the CSO to decide how to proceed.