

## **Naylor Car Club Safeguarding Policy**

### **Introduction**

The Naylor Car Club recognises that we have a moral and statutory responsibility to safeguard and promote the welfare of all of our members this includes members of our committee, our volunteers, participants and those who attend our events socially.

The Naylor 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 the Naylor Car Club's national governing body.

### **Policy Aims**

The purpose of this policy is to:

- Demonstrate the Naylor Car Club's commitment to safeguarding.
- Promote good practice which encourages the development of a safe and positive environment for all.

### **Policy Principles**

- The welfare of our members is paramount. The Naylor 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, have 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 or adult is at risk of harm.

### **Responsibilities**

Members of the Naylor 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, licenced 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 the Naylor Car Club will:

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

The Naylor Car Club Safeguarding Officer will:

- Meet the annual licence requirements set out by Motorsport UK.
- Promote their role to 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.

### **Contacts**

The Naylor Car **Club Safeguarding Officer**

Name: Paul Hendley

Email: [naylornewsed@gmail.com](mailto:naylornewsed@gmail.com)

Telephone: 01362 638102

Suffolk **Local Authority Designated Officer** or the LADO for the county in which the incident takes place.

Email: [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)

Telephone: 03001 232044

**The Motorsport UK Safeguarding Team**

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

Telephone: 01753 765056

This policy has been signed off by the Naylor Car Club Committee on 26th July, 2024.

## Naylor Car Club **Safeguarding Procedure**

### **Introduction**

The purpose of the Naylor Car Club Safeguarding Children procedure is to provide information to all club members, staff, volunteers, and parents/guardians on the actions that the Naylor Car Club will take to keep people safe from harm.

Everyone has a role to play in safeguarding, this includes our Club Committee, Club Safeguarding Officer(s), Staff, Club members, Participants, Volunteers and Spectators.

This document provides advice and guidance on recognising abuse, responding to allegations of abuse, and reporting safeguarding concerns appropriately and proportionately.

This procedure should be read in conjunction with Motorsport UK's Safeguarding Policies and Procedures.

### **Recognising Abuse**

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 a number of different ways:

Children and Young People can be at risk	Adults can be at risk of:
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<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>
<p>Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a></p>	<p>Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a></p>

The Naylor Car Club recognises that anyone can be at risk of abuse, neglect or harm and have a duty of care to all of our members. We also recognise that some people may be at increased risk, this includes:

- Children and young people and the elderly
- Anyone, regardless of age who is isolated, lonely or does not have a support network around them,
- Anyone regardless of age who has a disability or health condition that makes them more reliant on others for support. .

Further information on the types of abuse, the indicators to look and those at increased risk can be found in the Motorsport UK Safeguarding Procedure's.

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

This next section of the procedure details how the Naylor Car Club can best respond to any allegations of abuse, neglect or harm which we are made aware of. It is never an option to do nothing if you become aware of a concern to someones 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 are worried that someone is at risk of harm this must be reported to the Club Safeguarding Officer (CSO). The Naylor Car Club CSO is the first point of contact and will be contactable at every club event.

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

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 (see appendix).

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/)

### **Contact Information**

#### **The Naylor Car Club Safeguarding Officer**

Name: Paul Hendley

Email: [naylornewsed@gmail.com](mailto:naylornewsed@gmail.com)

Telephone: 01362 638102

Suffolk **Local Authority Designated Officer** or the LADO for the area in which the incident takes place.

Email: [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)

Telephone: 03001 232044

#### **The Motorsport UK Safeguarding Team**

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

Telephone: 01753 765056

Appendix 1 – Reporting routes

<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
<b>Report to:</b>	CSO	CSO, Local Authority of NSPCC Helpline	CSO or Motorsport UK Safeguarding Team
<b>The 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