



**COTSWOLD MOTOR SPORT GROUP  
COMPETITORS CLUB**

**Child Safeguarding Policy**

Reviewed Nov 2017

including:

MSA Club Safeguarding Policy  
MSA Club Safeguarding Officer Job Description  
Event Safeguarding Officer poster



## Cotswold Motor Sport Group Competitors Club



### Child Safeguarding Policy

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#### Cotswold Motor Sport Group Competitors Club Child Safeguarding Policy

**Cotswold Motor Sport Group Competitors Club** is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles of the Club.

1. The Club acknowledges its responsibility to safeguard the welfare of all young people entrusted to its care and is committed to working to provide a safe environment for all members.
2. The Club confirms that it adheres to the MSA Safeguarding Policy and the procedures, practices and guidelines. The Club will follow the guidance of the policy in the event of any concerns or allegations.
3. A child is anyone under the age of 18 engaged in any motor sport activity.
4. The key principles of this policy are as follows:
  - The welfare of the child is, and must always be, paramount to any other consideration
  - Club events and activities for young people will follow and adhere to the MSA Race 'n' Respect values and the MSA U18 Policy
  - All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to be protected from abuse or harm
  - All allegations, suspicions or concerns of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately
5. The Club recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. The Club recognises that this is the responsibility of every adult involved, in whatever capacity, at the Club.
6. The Club will implement and comply with the MSA Code of Conduct.
7. The Club will appoint a Club Safeguarding Officer (CSO) to deal with any issues concerning Safeguarding and Child Protection and notify this person to all members.



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8. The CSO is David Cooper. If you witness or are aware of an incident where you are concerned the welfare of a child has been put at risk you must, in the first instance, inform the CSO. If at any time you are not able to contact your CSO and the matter is clearly serious then you can either:
  - Contact the MSA Lead Safeguarding Officer 01753 765 071 or e-mail [safeguarding@msauk.org](mailto:safeguarding@msauk.org)
  - Contact the Police or Children's Social Care
  - Call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
  
9. The Club will follow MSA guidance and ensure that anyone that meets the eligibility criteria for a Disclosure check (DBS, or PVG in Scotland) is checked.
  
10. The Club will ensure that all its members, whether they are coaches, parents, competitors or officials will comply with all guidance and best practice as issued by the MSA. In summary, the following points are considered as best practice to create a safe, friendly and welcoming environment for children:
  - Adults should display high standards of personal behaviour and refrain from pursuits considered unhealthy in front of children and be good role models
  - Employees and volunteers should avoid working in isolation with children and out of sight of parents or other volunteers
  - Not drinking alcohol excessively whilst responsible for children
  - Avoiding smoking in the presence of children if you are in a position of trust such as a coach or team manager
  
11. The following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the Club, MSA or Statutory Agencies if relevant.
  - Providing alcohol to children or allowing its supply
  - Humiliating children
  - Making sexually explicit comments or sharing sexually explicit material
  - Using obscene or foul language
  - Having an intimate or sexual relationship with any child
  - Inappropriate or unnecessary physical contact with a child
  - Sharing the same immediate accommodation, e.g. overnight room, with children when away at events (excluding parents)

Signed .....

Date .....



## **Child Safeguarding Policy**

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## 1. Introduction

The MSA believes that all children have the right to be safe and enjoy their involvement in motor sport. The MSA is committed to helping and supporting everyone involved to accept their responsibility to safeguard children from harm or abuse.

The MSA is committed to creating and maintaining a safe and positive environment for all children to participate in motor sport.

### **MSA Policy Statement:**

- The welfare of the child is paramount
- All children regardless of age, gender, ability or disability, faith, size, language or sexual identity, have the right to protection from harm
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately
- Everyone will work in partnership to promote the welfare, health and development of children
- As defined in the Children's Act 1989 anyone under the age of 18 years should be considered as a child for the purposes of this document.

## 2. Scope

This policy is applicable to all MSA-recognised clubs, volunteers, officials, competitors (including licence holders), staff and the Board whether they are paid or unpaid. The policy applies to the management of any child safeguarding concern, at any MSA club activity or any MSA permitted event, whether arising from that event or not.

## 3. Geographical variation

The MSA Safeguarding Policy is written as an umbrella policy for universal application across the United Kingdom and British Isles. As a minimum requirement all MSA-recognised Clubs are required to adhere to the MSA Safeguarding Policy and the practices, procedures and guidelines and adopt the Policy Statement, implementing them alongside regional variations.

## 4. Definitions

**Safeguarding Children** is a broader term than "Child Protection" which includes prevention activities.

**Children** are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this Policy the legal definition applies.

**Child Protection** is the specific aspect of safeguarding that protects children from harm, or abuse or risk of harm or abuse.

**MSA-Recognised Clubs** includes Recognised Clubs, Recognised Groups, Regional Centres of Motor Clubs and Recognised Regional Associations

**Motor Sport Club Activity** is all activity carried out under the auspices of MSA-Recognised Clubs.

## **5. Roles and responsibilities**

As the national governing body, the MSA will publicise this policy and provide support and guidance for affiliated clubs and other affiliated bodies in adopting and implementing their own policies and procedures. This support will include producing template policies, procedures and good practice guidance and by providing access to training and education opportunities.

The MSA 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. The MSA will cooperate with all requests from Local Authorities, Local Safeguarding Children Boards (LSCBs) or their equivalent, 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).

The MSA is committed to providing access to appropriate advice and support through MSA staff and ensuring that concerns relating to the safety and welfare of children are taken seriously and acted upon swiftly and appropriately.

The MSA will ensure there is a clear commitment by senior management to the importance of safeguarding and promoting children's welfare in motor sport.

The MSA Lead Safeguarding Officer will ensure that child welfare issues are reported to the Case Management Group.

### **Safeguarding children in the motor sport club environment**

All motor sport clubs must have a safeguarding policy in place and all policies, procedures and practices must be aligned to the MSA Safeguarding Policy. Clubs may wish to refer to and adopt the MSA Club Safeguarding Policy Template.

All motor sport clubs that have young people (under 18 years old) using its facilities or involved in its events or activities must appoint a Club Safeguarding Officer (CSO). This is a named role that may be shared with another local MSA club or clubs except for Kart clubs where every club must have a named CSO. This person must have a child centred approach, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote MSA Safeguarding policies and procedures in the club environment.

### **CSOs have responsibility to ensure that they:**

- Comply with the CSO role description template (see website)
- Attend initial and refresher training opportunities
- Raise the profile of child welfare within their club
- Cooperate with the MSA Lead Safeguarding Officer / Event Clerk of the Course / MSA Steward
- Ensure every MSA club permitted event or MSA club activity has access to a CSO and these details are published at each event
- Manage child safeguarding incidents or concerns at MSA permitted events and activities

Complete appropriate documentation for each child safeguarding concern and store according to MSA / club requirements.

### **MSA Clubs are required to:**

- Appoint one or more CSO(s), (this is a named role and may be shared with another local MSA club or clubs except for Kart clubs who are required to have one CSO per club)
- Inform the MSA Lead Safeguarding Officer of the CSO and maintain current personal contact details
- Include child safeguarding matters at their management committees and keep records of all discussions
- Provide support for the CSO and ensure they are included in club communications

### **Club members**

All adults in MSA clubs have a responsibility to recognise actual and potential child abuse and safeguarding concerns and report this to the CSO, or MSA Lead Safeguarding Officer.

## **6. How to react to concerns about the welfare and safety of children**

Safeguarding is everyone's responsibility. This means that everyone in motor sport has a responsibility to respond to any concerns that they or others, may have about a child, or the behaviour of an adult.

There are four categories of child abuse: neglect; physical abuse; sexual abuse and emotional abuse. Bullying is not always easy to define and will not always be an adult abusing a child. Bullying is the use of aggression with the intention of hurting another person. It results in pain and distress for the victim. Bullying can be verbal, physical or emotional. It is of paramount importance that all clubs have a policy in place that prohibits such behaviour.

It is not always situations of poor practice which give cause for concern. Abuse and bullying can and does occur in a wide range of settings. It is important that all those working in motor sport are aware of the signs, indicators and types of abuse that may occur.

Indicators of abuse should always be taken seriously and any concerns should be reported by telephone or in person to the CSO on duty for the event or activity or in their absence the MSA Lead Safeguarding Officer. The MSA Incident Reporting Form (see website) is the most appropriate way of doing this. On completion reports should be sent to the MSA Lead Safeguarding Officer, the CSO should keep a copy of their completed incident form and store securely.

During an MSA event all child safeguarding concerns raised via the CSO must be notified to the Event Clerk of the Course and/or MSA Steward. All child safeguarding concerns must be recorded in the event report and managed according to the MSA procedures flow chart (see website). Following the event the MSA Steward report will contain a record of the incident, but the detail of the incident should be contained in the CSO report.

If a child discloses information to you, you should:

- Stay calm
- Reassure them that they are not to blame
- Avoid making promises of confidentiality or outcome
- Keep questions to a minimum
- Make brief, accurate notes at the earliest opportunity

Where there are concerns that a child is in immediate risk of abuse then a statutory agency (local children's services or the police) should be contacted immediately.

Concerns relating to adults at events must have factual evidence to support action and they must be reported to the MSA Lead Safeguarding Officer and recorded on the Child Safeguarding Incident Reporting Form (see website).

A copy of all completed documentation is to be forwarded to the MSA Lead Safeguarding Officer.

## **7. Recruitment and selection**

When MSA club committees nominate individuals to the role of Club Safeguarding Officer, evidence of nomination and seconding must be recorded within the minutes of those club committee meetings.

## **8. DBS Disclosure**

Those with significant access to children, or who hold a position of trust, must also complete an Enhanced Disclosure and Barring Service Disclosure application, this should be completed at the same time as a Self-Declaration Form (see website).

A DBS Enhanced Disclosure will provide information about:

- Criminal convictions
- Police / social services information considered to be relevant by the chief of police officers
- It may contain information regarding whether an individual is barred from working with vulnerable groups

DBS Enhanced Disclosures must be renewed at least every three years if a person remains in post or more regularly if, for example, there is a concern raised.

The MSA is compliant with the DBS code of practice, and Data Protection Act for the management of personal information relating to DBS checks.

The MSA is also registered to carry out PVG checks for individuals in Scotland.

### **Who should be DBS checked?**

Every MSA-recognised club that has children using its facilities must ensure the following roles are DBS checked (or PVG check in Scotland):

- Club Safeguarding Officer
- Coaches who regularly work with children
- Instructors who regularly work with children (e.g. ARKS instructors)
- Volunteers who regularly spend time away with children at events

The fact that an individual may come into contact with children is insufficient to subject them to a DBS check. Eligibility for a DBS check depends on the specific role a person will perform whilst conducting their duties within an organisation.

MSA Clubs or individuals that are unsure of the requirement for a DBS check are advised to complete a self-declaration form and return it to the MSA Lead Safeguarding Officer who will advise accordingly.

For further information and guidance on DBS checks and eligibility see the MSA website or contact the MSA Lead Safeguarding Officer.

## **9. Photography**

Any individual that has concerns regarding photography and child safeguarding during MSA activities must contact:

- The CSO for the event

- Clerk of the Course for the event
- MSA Steward for the event

The MSA supports event organisers to take appropriate action where concerns are raised about individuals at events, including requests for individuals to leave events.

## **10. Responding to suspicions or concerns**

The MSA encourages and supports “whistle-blowing” and will, where appropriate, notify the statutory agencies of any allegation and work in partnership with them. The wellbeing of the child must be central to any procedures involving them.

## **Incident Referral Process**

Once the MSA Lead Safeguarding Officer receives written notification of a disclosure, incident or allegation they will assume management of the case and liaise with the statutory authorities accordingly. At this point the club should take no further action until advised to do so by the MSA or relevant authority. The MSA will ensure the club are kept informed when appropriate to do so.

## **11. Further information**

A range of MSA safeguarding documents, templates and guidance can be accessed via the MSA website at <https://www.msauk.org/Resource-Centre/Policies-Guidelines>.

For further information please contact: [safeguarding@msauk.org](mailto:safeguarding@msauk.org).

## **MSA Club Safeguarding Officer Job Description**

### **JOB PURPOSE AND SCOPE**

The role of the MSA Club Safeguarding Officer is to be the first point of contact for all safeguarding enquiries within their club and to ensure that children's welfare is considered in all aspects of the club Activities.

### **DUTIES AND KEY RESPONSIBILITIES**

- Assist and liaise with the MSA to fulfil its responsibilities to safeguard children and vulnerable adults at all levels.
- Assist and liaise with the MSA to implement the MSA Safeguarding Policy.
- Promotes the MSA Safeguarding Policy.
- Ensure the club or association has a Safeguarding Policy to align with that of the MSA, or adopts the MSA Safeguarding Policy.
- Be the first point of contact for club enquiries and approaches from other officials, parents, guardians, carers, and young people themselves where issues of concern regarding children's welfare, poor practice or child abuse are identified.
- Promote and ensure that confidentiality is maintained.
- Be a member of the club management committee (where possible).
- Provide basic advice and support to club members and children and young people.
- Provide information about local and national resources relating to child safeguarding.
- Maintain a child focused approach at all times.
- Maintain accurate records of safeguarding incidents and store these in accordance with data protection legislation.
- Maintain contact details for local social services and police and obtain the local safeguarding children board policy or procedures.
- Maintain contact details for local and national helplines.
- Ensure all club events display details of the Club Safeguarding Officer
- Keep Club committee informed on matters relating to safeguarding and welfare.
- Ensure the MSA Club Safeguarding Policy is reviewed to remain in alignment with the MSA Safeguarding Policy following any revision.
- Attend MSA Safeguarding Training.

## MSA Club Safeguarding Officer Person Specification

	<b>CRITERIA</b>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Child centered approach</li> <li>• Ability to communicate with children and young people</li> <li>• Promotes equal opportunities for all and demonstrates a knowledge of equality and diversity issues</li> <li>• Demonstrates an ability to maintain a professional boundary with children and young people</li> <li>• Ability to research information relating to national and local resources</li> <li>• Demonstrate good communication skills</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience with working with children and young people</li> <li>• Ability to make proportionate decision making under pressure</li> <li>• Maintaining records</li> <li>• Liaising with other professionals and agencies</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of legislation and guidance for Child Safeguarding including ~Working together 2015</li> <li>• Knowledge of the Children's Act 1989 and 2004</li> <li>• Understanding of the roles and responsibilities of statutory and non-statutory agencies within child Safeguarding</li> <li>• Understanding of the Data Protection Act and confidentiality and how this relates to child Safeguarding and record keeping</li> <li>• Demonstrates continued professional development in Safeguarding knowledge and experience</li> </ul>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Flexible</li> <li>• Tenacious approach to tasks</li> <li>• Willing to learn and develop skills and knowledge in relation to current national trends within the safeguarding and child Safeguarding arena</li> </ul>

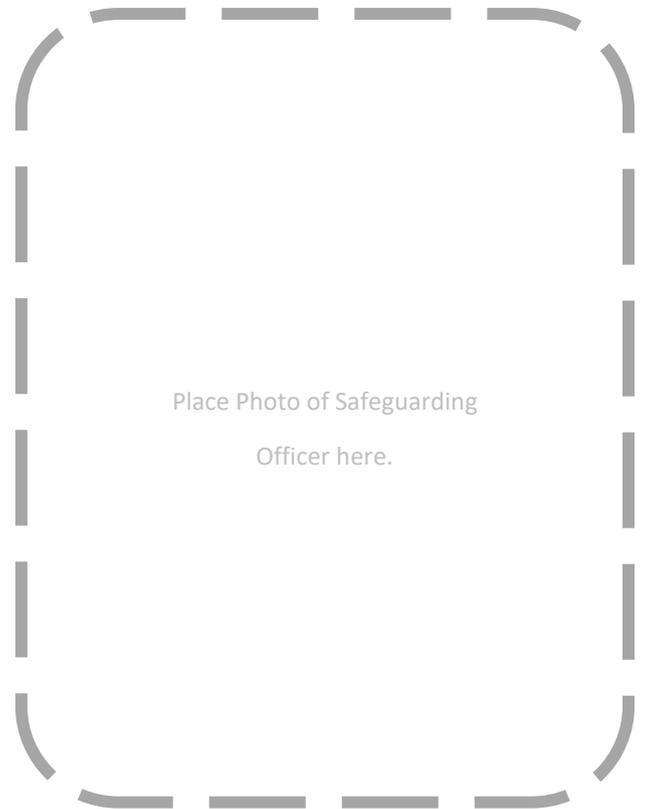
The person specification contains the ideal requirements for an individual undertaking this role. However, it is recognised by MSA that this is an additional volunteer role that clubs are required to fulfil, and it is intended that subsequent training would assist individuals in filling the knowledge gaps.



**MOTOR SPORTS  
ASSOCIATION**

UNITED KINGDOM

# **CLUB SAFEGUARDING OFFICER**



Place Photo of Safeguarding  
Officer here.

*Motor sport should be fun. You should feel safe, enjoy the sport and everyone should be treated with respect.*

If you have a concern, make sure you report it to the Club Safeguarding Officer.

***Motor Club Name/Organisation:*** Click or tap here to enter text.

***Safeguarding Officer Name:*** Click or tap here to enter text.

***Telephone number:*** Click or tap here to enter text.

***Email address:*** Click or tap here to enter text.

***Location:*** (if applicable e.g. Event HQ) Click or tap here to enter text.

**If you have an immediate concern about a child or person, contact:**

**The Police via 999 (emergency) or 101 (non-emergency/concern)**

**Other organisations offer 24 hour helplines such as Childline (0800 1111)**

**or the NSPCC (0808 800 5000)**

The MSA Safeguarding Officer can be contacted on 01753 765000 or via [safeguarding@msauk.org](mailto:safeguarding@msauk.org)