

## Before an Event - Safeguarding Considerations

This guide is for Clubs and Club Safeguarding Officers to better understand their safeguarding responsibilities in advance of an event.

### 1. Working with others

**Venues** – If you are hosting an event at a private venue, discuss and document responsibilities with the venue ahead of time. This will mean that in the event of an emergency you will be clear who needs to do what. As the hosting club, you will be responsible for your members and your policies and procedures for emergency situations, which will outline their immediate response to any incident regarding members of the public on site. Developing an event safeguarding plan in conjunction with the venue will help to align any procedures and ensure clarity should an emergency occur.

**Private companies** – If you are contracting services out to other companies, you must consider whether any of their staff will be in regulated activity and if so it is your responsibility to request to see that they have a suitability check in place. This would include private healthcare providers, Rescue Services, Engine builders, etc.

**Officials & Volunteers** – Ahead of your club event, speak with the Event Secretary and/or Chief Marshal to gain an understanding of who is supporting the delivery of the event. Consider the different roles being undertaken and consider whether the people in these roles would be classed as being in regulated activity. If they are – they are required to have a suitability check in place. To find out more about regulated activity and suitability checks, head to [www.motorsportuk.org/the-sport/safeguarding/safer-recruitment/](http://www.motorsportuk.org/the-sport/safeguarding/safer-recruitment/).

The online suspensions register provides an overview of licence holders who have had their permissions for involvement in motorsport rescinded. This list is regularly updated so it is recommended that you check it ahead of the event.

Also consider which of the Officials or volunteers have any additional needs and speak with them (alongside the Chief Marshal) to understand any additional support they need to undertake their role. You can use the [accessibility form](#) and associated guidance to support you in these conversations.

If there will be cadets working at the event, ensure that there is a Cadet Team Leader scheduled to work who has the relevant skills, knowledge and training as required by Motorsport UK. The Cadet Team Leader must also have a suitability check in place. The [cadet signing-on form](#) asks for any relevant information to be shared so that the club can put in place appropriate measures to keep them safe.

### 2. Event Safeguarding Procedures

#### 2.1 Missing & Separated Persons Procedures

Motorsport UK has created a template Missing & Separated Persons Procedure for Clubs. You can find this [here](#). Motorsport UK recommends all clubs have a Missing & Separated Persons Procedure.

There are some key steps that Motorsport UK clubs can take in advance of an event to ensure that your Missing & Separated Persons Procedure is properly implemented and the appropriate persons are aware of their responsibilities.

Prior to all club events Motorsport UK recommends that:

- Your club's Missing & Separated Persons procedure is reviewed by the event lead and Club Safeguarding Officer, and shared with all appropriate Officials and Marshals.
- The Missing & Separated Persons Procedure is disseminated to competitors and other attendees through various

channels (including websites, social media, Sportity, and event brochures) to educate attendees about the important of personal safety and to increase awareness of the risks of separation.

- Clear signage is displayed throughout the venue(s) indicating designated meeting points, lost, and found areas, and emergency contact numbers.

## 2.2 Safeguarding Risk Assessments

Prior to an event, it is important for your event lead or Club Safeguarding Officer to conduct a thorough safeguarding risk assessment. Similar to your safety risk assessments, this helps your club to identify potential safeguarding risks at your event and put in place proportionate responses to mitigate these risks.

More information on how to complete a safeguarding risk assessment can be found [here](#).

## 3. Pre-Event Briefing

Providing a pre-event briefing to all club members, officials and volunteers in advance of the event helps to set the scenes and explain your expectations for a safe event. The briefing can be written, delivered virtually or delivered at the event. A safeguarding briefing could cover:

- The role of the Club Safeguarding Officer (including who they are and how to contact them)
- Potential risks associated with the venue and event as document in your safeguarding risk assessment, along with actions being taken to mitigate these
- Recognising and responding to safeguarding concerns
- Reporting routes
- The [Race with Respect](#) code of conduct
- [Missing & Separated Persons Procedure](#)