

During an Event – Safeguarding Considerations

This guide is to support clubs in understanding their safeguarding responsibilities at events including promoting your Club Safeguarding Officer, actions relating to your clubs missing or separated persons procedure, and how attendees, Officials, Marshals, and competitors can report any safeguarding concerns.

Promoting the role of your Club Safeguarding Officer

It is a requirement of all Motorsport UK Clubs that your Club Safeguarding Officer (CSO) is contactable at your event. One of the most successful ways in which Club Safeguarding Officers can protect children from harm is by being a visible and approachable presence. It is important that club members of every age know who the CSO is and feel comfortable and confident in approaching them.

One way of achieving this is by attending driver briefings and introducing yourself to drivers and their families. Briefings are also a good opportunity to reinforce the importance of Race with Respect and educate club members of the reporting routes should they have any concerns to raise. There are also [posters](#) available in the Club Toolkit which you can add your details to and display at venues and events.

In advance of the event, as part of your club's safeguarding risk assessment, you will have reviewed who you expect to attend, the role they are attending in and whether this role meets the criteria of regulated activity. While at the event, it is recommended that you make yourself known to teams, club members, Officials, and others, and where appropriate ask to see their licence/confirmation that they have completed required checks (e.g. DBS or PVG checks). This shows that your club is placing an importance on safeguarding and is taking your safeguarding responsibilities seriously. It also seeks to act as a deterrent for people seeking to avoid completing their suitability check.

Missing & Separated Persons

Despite best efforts, people sometimes get lost during events. It is essential that plans and procedures are in place to provide clear guidance on how staff should respond in these circumstances, these plans should be shared with and understood by all staff and volunteers ahead of the event.

Each Club must have a Missing and Separated Persons Procedure which documents your response to:

1. A found child – event staff or volunteers find a child alone
2. A lost child or person – an individual reports their child or other persons as missing
3. Reunification of parent and child

A template procedure can be found [here](#).

Responding to a Missing or Separated Person Incident

The Club Safeguarding Officer or another club member may come across a child or vulnerable adult who are unaccompanied, or have become separated from their families. It is this person's role to consider:

- The location of the child and any immediate risks:
 - Are they in a paddock with vehicles moving around?
 - Are they on a Rally stage with potential access to the live area?

- Are they in a restaurant?
- The demeanour and presentation of the child/ren
 - Are they looking bored while waiting outside a toilet block?
 - Are they looking happy while playing with friends?
 - Are they looking upset and confused?

Each of these situations will require a different response:

- If you think there are urgent risks, make the child aware of these, move/guide them to a safe location and ask where their parent or guardian is.
- If there are no urgent risks posed by the environment, they are in you may want to observe the child/ren for a moment before responding.

In cases of a child that has been identified as missing or separated from their parent/guardian, the following diagram gives examples of questions that could be asked to the person in question (either the child or parent/guardian).

Guardian missing / separated from child		Child missing / separated from Guardian
1. When was the last time you saw your child?		1. When and where was the last time you saw your parents / guardian?
2. Can you provide a detailed description of your child, including physical appearance, height, weight, hair colour, eye colour, and any distinguishing features like birthmarks or scars?	→	2. Can you provide any details about your guardian's appearance or any identifying information that could be helpful in locating them?
3. What was your child wearing when you last saw them?	→	3. Have you tried reaching out to your guardians via phone calls, messages, or other means of communication?
4. Do they have any specific clothing items or accessories that could help with identification?	→	4. Do you have any information about your guardian's plans of where they were going before the separation?
5. Did your child mention any plans or intentions before going missing?	→	5. Have you contacted any other trusted adults or family members to seek assistance or inform them about the separation?
6. Is there anyone your child might have gone to meet or any specific locations they wanted to visit?	→	6. Are there any known reasons or circumstances that might have led to the separation from your guardian?
7. Do you have any recent photographs of your child that can be shared with law enforcement or used for staff dissemination?	→	7. Is there any additional information or context that might be helpful in understanding the situation?
8. Have you tried contacting your child's mobile phone?	→	8. Have you considered any places your guardian may have gone or reached out to mutual friends or acquaintances who might know their whereabouts?
9. Are there any known conflicts, disputes, or issues your child may have been involved in prior to their disappearance?	→	9. Do you have any documents or contact information that could assist in locating your guardian, such as their address, workplace, or emergency contacts?
10. Are there any known medical conditions, allergies, or special needs that could be relevant to the search efforts?		10. Are there any recent conflicts, disputes, or incidents that might have contributed to the separation?

11. is there any additional information or details that you think may be important for us to know?

→

11. Is there anything else you would like to share or any questions or concerns you have regarding the separation from your guardian?

Depending on the size and scale of the event, there may be a minimum age set by the venue for children to attend unaccompanied. If you suspect that a child is alone and unsupervised, have a conversation to understand who they are at the event with, how they got there, and who is collecting them. If you have concerns, ask them to call a parent/guardian who you can speak with.

If they are too young to have a phone or you have additional concerns, follow the process laid out in your Club's Missing & Separated Persons Procedure.

Reporting Safeguarding Concerns

Your Club will have a [safeguarding procedure](#) which details how you expect all members to recognise, respond to and report safeguarding concerns.

It is important that all event Officials, staff and volunteers can:

- Recognise when a child, young person, or adult is at potential risk of harm, regardless of whether the risk is within the sport or comes from outside (for example, happens within the family home).
- Respond appropriately and proportionately to the signs, indicators, or disclosures of harm. It is not the responsibility of staff to decide whether or not abuse or harm has occurred – that is the role of the statutory agencies. The role of event staff is to respond appropriately to any concerns that arise.
- Report concerns to the right person or agency, whether it is something they witness directly or something that they have reported to them. All safeguarding disclosures and concerns should be reported to the Club Safeguarding Officer. The Club Safeguarding Officer will coordinate the recording and further reporting of any issues/incidents and escalate as appropriate.

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org