

## Team Toolkit Checklist

Each Motorsport UK registered team should have:

- A designated lead for Safeguarding
- An Entrants Licence
- Suitability Checks in place for staff in regulated activity
- A safeguarding police and procedure
- Consent forms for the use of photography and filming
- Agreements and consent forms for how team staff will communicate with children and young people
- Plans for trips away
- Social Media code of conduct
- Well publicised / signed code of conduct for children
- Well publicised / signed code of conduct for parents
- Well publicised / signed code of conduct for team staff
- Information on health conditions for drivers
- Accessible information for children to encourage reporting
- Trained staff who understand how to recognise, respond and report safeguarding concerns

Standard Kart Championship Regulations include the requirement that all Teams:

- a. Hold a valid Motorsport UK Entrants Licence
- b. Have at least £5 million Public Liability Insurance
- c. Uphold the values of the Respect Code and all applicable Motorsport UK policies and guidance
- d. Act in a professional manner at all times and not act or permit any member of the Team to act in such a manner as to bring Motorsport, the Championship or Motorsport UK or any of its officers or officials into disrespect
- e. Adhere to the Motorsport UK Safeguarding policies and guidance documents, complete Safeguarding training when required and ensure that any person undertaking Regulated Activity is the holder of a valid Suitability Check certificate supplied through Motorsport UK
- f. Adhere to the General Regulations in respect of anti-alcohol and illicit drugs as well as Motorsport UK processed for anti-alcohol and illicit drugs testing
- g. Nominate one member of their Team as the Team Representative at each meeting including but not exclusively for the purpose of all judicial proceedings at Events and who shall be present at all judicial proceedings concerning drivers under that Team Licence in substitution for the driver Parent/Legal Guardian.



	<b>Teams Toolkit</b>
<b>Safeguarding Policy Statement</b> This states a Teams commitment to Safeguarding and the roles and responsibilities of Team Staff and members in creating a safe place for children and young people.	
<b>Safeguarding Procedure</b> This provides guidance to Team Staff on the steps they should take if they identify risk, how they should respond and who and how to report their concerns.	
<b>Safer Recruitment Policy Statement</b> This provides a clear statement on how the organisation used DBS/PVG checks to minimise the risks posed by unsuitable people working in regulated activity within the Team.	
<b>Safer Recruitment Procedure</b> Teams should provide details on who is required to have a suitability check, how frequently these are carried out, how risk assessments take place and how data is stored.	
<b>Self-Declaration Form</b> This can be used by Teams for those who do not qualify as working in regulated activity. This is a signed commitment of their suitability to work with children.	
<b>Social Media Code of Conduct</b> This is required by Teams to outline their expectations of how Team staff and members will use Social Media and follow the Race with Respect code of conduct.	
<b>Communication Consent Form</b> A form used by Teams to gain consent from Parents and Guardians to communicate with their child.	
<b>Anti-Bullying Policy</b> A statement of the clubs values and expectations on member behaviour. This should include the use of Social Media and online platforms to mitigate the risk of online bullying or harassment.	
<b>Photography and Filming Statement</b> This will provide information and clarity on how Teams will take, store and use images and videos of children and young people.	
<b>Consent Forms for Photography</b> This can be provided to parents / guardians to gain their consent before photographing or filming their child.	
<b>Travel and Trips Away Template</b> <b>The Team will provide information to parents in advance of travelling to</b>	



<b>an event, which will include accompanying staff names, ratios contact details and accommodation details. This should also request parents / guardians provide medical and dietary information.</b>	
<b>Posters for children to encourage reporting These can be displayed online or within your Team awning or wider environment at races.</b>	
<b>Posters for parents This is to advertise the reporting process and signpost support.</b>	
<b>Code of Conduct for Drivers</b>	
<b>Code of Conduct for Team Staff</b>	
<b>Code of Conduct for Parents / Guardians</b>	

**All UK-based championships should have:**

- A designated lead for safeguarding
- Publicity and promotion of RWR
- Championship Regulations follow the Standard Kart Championship Regulations, including the requirement that all Teams: