

[INSERT TEAM NAME] Safer Recruitment Policy Statement

Using this template:

This template is designed for use by all Motorsport UK Teams. Once completed, this policy can be shared with Team members, staff or parents / guardians and shared on your website.

Please add your Team name and other details where appropriate. You can also include your Team logo if you wish to do so.

Please ensure this box is deleted before the statement is published.

Introduction

This policy statement outlined [INSERT TEAM NAME]'s responsibility to ensure that the people working in our Team environment are suitable to do so. This includes both voluntary and paid roles within the Team, for example Team Managers, Mechanics or Approved Driver Coaches. This policy focuses on those who are likely to have prolonged or significant contact with children, young people or adults at risk.

The aim of this policy is to ensure that [INSERT TEAM NAME] meets its duty of care, set out in legislation and statutory guidance to promote and protect the welfare of children, young people and adults at risk.

[INSERT TEAM NAME] are committed to providing a fun, fair, safe and inclusive environment; this is supported by our commitment to Safer Recruitment. This policy seeks to strike the right balance between protecting those at risk, whilst also ensuring that we do not discriminate against those with previous convictions.

This policy applies to all [INSERT TEAM NAME] staff and should be read in conjunction with the Motorsport UK Safer Recruitment [Policy](#).

What is Safer Recruitment?

[INSERT TEAM NAME] have a duty to ensure that when new staff and volunteers are recruited, all reasonable steps are taken to ensure that people working with children or other vulnerable groups are suitable to do so. There are several procedures [INSERT TEAM NAME] have in place to obtain information to make Safer Recruitment decisions.



This includes:

- Providing clear job descriptions which outline the responsibilities and expectations of the role
- Provide clear person specification for the role, highlighting desired experience and skills
- Requesting identification documents as part of the application process
- Ensuring those in [Regulated Activity](#) have an up-to-date Suitability Check (DBS/PVG)
- Requesting staff and volunteers who do not qualify for a suitability check complete a self-declaration [form](#).
- Undertaking interviews to seek to understand a person's motivations for the role, their alignment with [INSERT TEAM NAME] standards and policies and their attitudes to work with others
- Obtaining and checking references

Roles and Responsibilities in Safer Recruitment

[INSERT TEAM NAME] will meet our responsibilities for keeping children, young people and adults at risk safe by:

- Ensuring that all Team staff in roles that meet the definition of Regulated Activity have a Suitability Check (DBS/PVG) in place
- Reporting any individual who avoids or refuses to complete a Suitability Check (DBS/PVG) to Motorsport UK and suspending their involvement with the Team.
- Preventing anyone who has been Banned from working in Regulated Activity with children or adults at risk from working in motorsport.
- Keeping up to date with the Motorsport UK [Suspensions Register](#) and implementing any associated actions.

What are Suitability Checks (DBS/PVG)?

The term Suitability Check refers to the background checks carried out by [DELETE AS APPROPRIATE]

- Disclosure and Barring Service (DBS) – England, Wales, Channel Islands, Isle of Man and Northern Ireland
- Protecting Vulnerable Groups (PVG) – Scotland

These checks must be either:

- DBS check carried out by Motorsport UK as the employer



- Subscription to the DBS Update Service
- Membership to the PVG Scheme

[DELETE AS APPROPRIATE] Anyone working or volunteering in England, Wales, Northern Ireland, Isle of Man or Channel Islands will be asked to complete a check through Disclosure and Barring Service (DBS) using Motorsport UK's provider, First Advantage – Know Your People.

Team staff will need to renew their DBS check every 3 years in order to ensure that there is ongoing overview of the person's suitability.

[DELETE AS APPROPRIATE] Anyone working or volunteering in Scotland will be asked to complete a Protecting Vulnerable Groups (PVG) check through Disclosure Scotland.

Eligibility of Suitability Checks (DBS/PVG)

As a Motorsport UK registered Team, those working in Regulated Activity with [INSERT TEAM NAME] are required to complete an Enhanced with Barred Lists Check. The minimum age for a check is 16 years old.

Not all Team roles qualify as Regulated Activity, depending on the frequency at which you work with children or adults at risk. Below are some examples that may qualify as Regulated Activity:

- Team Manager
- Mechanic
- Approved Driver Coach

If you do not qualify as working in Regulated Activity, [INSERT TEAM NAME] may request that you complete a self-declaration form before working with children, young people or adults at risk.

Acquiring a Suitability Check (DBS/PVG)

Any person working in Regulated Activity will be required to complete a Suitability Check with Motorsport UK. For Entrants Licence Holders, this is a condition of Licencing.

Applicants will be sent a link to complete the Suitability Check through Motorsport UK's providers. As part of the check process, the applicant will be required to verify their identity, either at the Post Office or by a member of the Motorsport UK



Safeguarding Team. Full details about applying for a check can be found in the Motorsport UK Safer Recruitment [Policy](#).

Results of Suitability Checks

Once a Suitability Check has been completed, a certificate will be issued directly to the applicant. The Motorsport UK Safeguarding Team will be notified that the check is complete and whether it is clear or there is an alert associated with it; this means that the check contains information regarding the applicants' previous convictions.

In cases where the certificate is 'clear' or not containing any previous convictions, the Motorsport UK Safeguarding Team are not required to see a full copy of the certificate.

In cases where an 'alert' is returned, the Motorsport UK Safeguarding Team will contact the applicant and request that they share the content of the certificate with them. This is so that the Safeguarding Case Manager can understand the content and whether the applicant is suitable to work with children, young people and adults at risk. A risk assessment will be completed, in line with the Motorsport UK Safer Recruitment Policy. It is the applicant's decision whether they share the content of the certificate.

If the applicant is a licence holder and chooses not to share the content of the certificate, it is likely that the licence will be withdrawn by Motorsport UK as it is not possible for the application to be risk assessed. The Motorsport UK Regulatory Council and Disciplinary Officer will be updated, and the person will be placed on the Motorsport UK Suspension Register.

