

[INSERT TEAM NAME] Safeguarding Procedure

Using this template:

The purpose of this template is to support Teams to document how they will respond to Safeguarding concerns raised by Team members or staff.

Please add your Team name and contact details to the relevant sections. Please ensure you delete this box before publicising.

Introduction

The purpose of the [INSERT TEAM NAME] Safeguarding Procedure is to provide information for Team Staff, members and parents / guardians on the actions that we will take to keep our members safe from harm, neglect and abuse.

Everyone at [INSERT TEAM NAME] has a role to play in Safeguarding; this includes our Team Manager, staff, mechanics, drivers, parents / guardians and spectators.

This document provides advice and guidance on recognising the signs of abuse, responding to allegations or disclosures of abuse and reporting Safeguarding concerns appropriately and proportionately.

This procedure should be read in conjunction with [INSERT TEAM NAME]'s Safeguarding Policy, as well as Motorsport UK Safeguarding Policy and Procedure.

Recognising Abuse

Abuse and neglect can happen anywhere; at home, at school or at a motorsport event. It can also happen to anybody. We must be aware of the risk so that we can spot the signs and take appropriate steps to protect our team members from further harm.

Abuse, neglect and harm can occur in many ways. These are some examples:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Domestic Abuse
- Bullying & Cyber-Bullying
- Poor Practice
- Financial Abuse



- Discrimination
- Breaches of the Race with Respect Code of Conduct

Further information on the types and indicators of abuse that can affect people and young people can be found [here](#).

[INSERT TEAM NAME] recognises that anyone can be at risk of harm, neglect or abuse. We have a duty of care to all of our Team staff and members. We also recognise that some people may be at increased risk; this includes:

- Children and Young People
- Adults at Risk
- Anyone who is isolated, lonely or does not have a support network around them
- Anyone who had a disability or health condition that makes them more reliant on others for support
- The Elderly

Further information on the types of abuse, the indicators to look for and those at increased risk can be found in the Motorsport UK Safeguarding [Procedure](#).

Responding to Concerns

This section will detail how staff and members of [INSERT TEAM NAME] can best respond to any allegations of abuse, neglect or harm that are disclosed to us.

It is never an option to do nothing if you are made aware of a concern regarding someone’s safety. It is of the utmost importance that our response to an allegation is reassuring, appropriate, accurate and does not put the person at increased risk.

If you are made aware of concerning behaviour or actions of others:

DO	DO NOT
Allow them to speak freely	Make judgements
Remain calm	Ask leading questions
Listen	Promise confidentiality
Provide reassurance	Dismiss, deny or minimise their concerns
Recognise their courage in speaking up	Over-react
Check your understanding of the situation	Be led by your own feelings
Ask about their immediate safety	Challenge or confront the alleged perpetrator
Explain what will happen next	

As soon as possible, make a record of the conversation. Record the date, time and location of the conversation and write down as much detail as possible.



Reporting

If you are concerned that someone is at risk of harm, this must be reported to the designated Team Safeguarding Lead, [INSERT NAME HERE]. They are the first point of contact.

If you believe someone to be at immediate risk or harm, contact 999 or the local authority for your area.

The Team Safeguarding Lead will follow the appropriate reporting procedure and report the incident to Motorsport UK Safeguarding Team. Other appropriate actions may include:

- Making enquiries and keeping a local record
- Seeking advice from Motorsport UK Safeguarding Team
- Liaising with statutory agencies

If you cannot contact the Team Safeguarding Lead, or if it is not appropriate to do so, reports can be made directly to Motorsport UK Safeguarding Team:

- Email – safeguarding@motorsportuk.org
- Telephone – 01753765056
- Online reporting [form](#)

Contact Details

[INSERT TEAM NAME] Safeguarding Lead

Name –
Email –
Telephone –

[INSERT LOCAL AUTHORITY] Local Authority Designated Officer (LADO)

Name -
Email -
Telephone –

Motorsport UK Safeguarding Team

Email – safeguarding@motorsportuk.org
Telephone - 01753765056