

Safeguarding & Welfare Handbook for Kart Clubs



Contents

Introduction to Safeguarding Responsibilities	3
What is Safeguarding?	3
Why is Safeguarding Important?	3
Principles of Safeguarding	3
The Law on Safeguarding	4
The Children’s Act (2004)	4
The Care Act (2014)	4
Duty of Care	4
Club Responsibilities	5
Governance	6
Committee Meetings	6
Safeguarding Policy	6
Club Safeguarding Officer	6
Choosing a Club Safeguarding Officer	6
Publicising your Club Safeguarding Officer	7
Safeguarding Training	7
External Contracts	7
Race with Respect	9
Code of Conduct	9
Supporting Resources	9
Anti-Bullying Policy	9
Safer Recruitment Practices	10
Safer Recruitment Policy	10
Storing, Retaining and Handling Information	10
Suitability Checks (DBS/PVG) for Regulated Activity	10
Safeguarding Induction	12
Reporting Processes	13
Via the Club Safeguarding Officer	13
Publicity and Promotion	13
Guidance for Parents and Guardians	13
Guidance for Children and Young People	14
Support	14



Introduction to Safeguarding Responsibilities

The purpose of this guidance is to support Kart Clubs to introduce and monitor measures that foster a safe and supportive culture. Motorsport UK want children and young people to have a place to develop and pursue their hobby, free from the risk of abuse, poor practice and harm.

This guide is not intended to provide education on Safeguarding in depth, but to provide support for Clubs so they can meet their safeguarding duty of care. This handbook includes all aspects included on the Agreement checklist given to Kart Clubs to outline their responsibility for Safeguarding.

What is Safeguarding?

In a broad sense, Safeguarding means preventing harm – taking reasonable steps to keep the children, young people and adults at risk in our care safe and prevent harm from coming to them.

Safeguarding in sport means protecting our children and young people from abuse, preventing them from being harmed and always promoting their wellbeing. We have a duty of care to ensure that our children and young people are safe, supported and protected in all aspects of motorsport.

Why is Safeguarding Important?

- All staff, volunteers and spectators of motorsport are required to look after the wellbeing and safety of the children in your club – safeguarding is everybody's responsibility.
- It promotes a safe and inclusive environment where children and young people thrive and succeed.
- It increases the trust placed in a Club and can help to maintain a club's reputation
- It can improve communication between the club, parents and children or young people.

Principles of Safeguarding

As a Motorsport UK recognised club, you have a duty of care to the children, young people and adults at risk who attend your events and venues. All members of the Motorsport UK community have a responsibility to support the care and protection of others, regardless of their role. Our community must speak up if they witness or hear of any concerning behaviours, no matter how small they deem them to be.

As a community, we must afford all children and young people the same protections and opportunities. Duty of care should always be distributed fairly, providing high



levels of care and protection regardless of age, culture, disability, gender, language, race, religious beliefs or sexual identity.

The Law on Safeguarding

The Children's Act (2004)

Section 11 of the Children's Act (2004) places a duty on a range of organisations, agencies and individuals (including sport, leisure and culture services) to ensure their functions and any outsourced services acknowledge the need to safeguard and promote the welfare of children and young people.

The Care Act (2014)

This legislation was introduced to put Safeguarding adults on par with Safeguarding children.

The Act outlines the obligations of an organisation to act when an adult is at risk. If you are a Club with adult members, it is important that you:

- Can recognise when an adult is at risk of harm
- Know how to respond proportionately to concerns so that risks can be managed and not escalated unnecessarily
- Have a process of reporting concerns to the appropriate bodies

An adult at risk may be:

- Unable to Safeguard their own well-being, rights, property or other interests
- At risk of harm
- More vulnerable because they are affected by disability, mental disorder or physical or mental illness

Duty of Care

All sports organisations have a duty of care towards the children, young people and adults at risk that they interact with, as either a member of your Club or at one of your events.

Kart clubs are responsible for the safety and welfare of people participating in their activities. It is important that clubs assess risks and seek to mitigate these. A template Risk Assessment form can be found [here](#).

A club may be liable if an incident occurs and it can be proven that there was a foreseeable risk, but no action had been taken to address this.



Club Responsibilities

To be a Recognised Club with Motorsport UK and in order to obtain a Permit to host Events, Motorsport UK requires all Clubs to have the following:

A named and licenced Club Safeguarding Officer with a Suitability Check (DBS/PVG) that is currently valid (renewal every 3 years)	A Safeguarding Policy and Procedure which includes a reporting process for all concerns and issues in the Club.
--	---

To support Clubs to meet their responsibilities Motorsport UK have introduced a Safeguarding and Welfare Agreement for Kart Clubs to work towards. This lists all the measures that a club should have in place to deliver a safe, fair, fun and inclusive environment.

The following sections of this handbook align with the agreement and provide you (the Kart Club) with the information and resources required.



Governance

It is highly important that all members of the Club committee have a good understanding of Safeguarding and their responsibilities for keeping their members safe from abuse, neglect and harm.

Committee Meetings

Safeguarding should be a standing item on a committee agenda, and it is the role of the Club Safeguarding Officer to attend these meetings and inform of any incidents and to share any learning. Tips for holding an effective Club meeting can be found [here](#).

Safeguarding Policy

It is a requirement for a club to have a Safeguarding Policy and Procedure if they are registered with Motorsport UK. This policy should include the club's commitment to Safeguarding and inform of the processes to follow if there is a concern regarding a Club member. A template policy and procedure can be found [here](#).

Club Safeguarding Officer

All Clubs that hold permitted events through Motorsport UK must have a Club Safeguarding Officer (CSO), who is licenced and holds a current suitability check (DBS/PVG). More information about the role of the CSO, the job description and advice on how to recruit for the position can be found [here](#).

Choosing a Club Safeguarding Officer

Your Club Safeguarding Officer (CSO) is responsible for championing the philosophy that motorsport should be a safe, fun and enjoyable environment for children and young people.

A Club Safeguarding Officer is a local leader in identifying risks to members wellbeing, taking steps to mitigate these risks, supporting Motorsport UK with safer recruitment and being a friendly and approachable person that members can turn to if they would wish to raise a concern about someone's wellbeing. Your Club Safeguarding Officer should be identifiable at Club events and should be the first point of contact for any Club members or event attendees with concerns.

For guidance in choosing a suitable Club Safeguarding Officer, please visit [here](#).



Publicising your Club Safeguarding Officer

It is important that your Club Safeguarding Officer is known within the club and the wider community. They should be the first point of contact for concerns or complaints within the club and are always there to lend an ear and listen to your worries and concerns.

Motorsport UK has created posters to publicise your Club Safeguarding Officer within your club. These can be displayed in communal areas or shared on your website with the consent of your CSO. To find these, please click [here](#).

Safeguarding Training

Motorsport UK are committed to supporting Clubs in protecting the safety and well-being of their members and staff.

To ensure all members of the club are aware of their safeguarding responsibilities, it is best practice to request staff and volunteers complete Safeguarding training. Motorsport UK have developed an [online module](#) that can be completed by all club members for free.

In addition to this, we hold regular in-person courses for our Club Safeguarding Officers, to help develop their knowledge and skills and build confidence in their role. This also gives your Club Safeguarding Officer an opportunity to meet other people in the role and build a network of support with local clubs. The learning of this course is invaluable, and we encourage all Club Safeguarding Officers to attend one.

The dates for the upcoming Club Safeguarding Officer can be found [here](#). More dates will be added in due course. These courses are one-day and the cost of this is free. Suitable travel expenses can also be claimed post-course through Motorsport UK.

External Contracts

The Club is responsible and accountable for all services it provides; this includes services they bring in from external bodies. It is important that the Club stipulates its standards and procedures with those they contract, as well as their employees and volunteers. This will allow you to set the standards for Safeguarding expected by the Club and Motorsport UK.

If your Club contracts external services to fulfil roles, it is your responsibility to check the organisation's Safeguarding standards and procedures. It is also your right to check each person working in Regulated Activity has a current Suitability Check (DBS/PVG)

An example of what could be included in your contract with external providers is below.



'All organisation's delivering services on behalf of [INSERT CLUB NAME] must have a Safeguarding Policy or agree to work in accordance with [CLUB'S] Safeguarding Policy and Procedure.'

'Any contractor operating on site whose role meets the requirements of the Government definition of Regulated Activity is required to ensure their staff have an appropriate level of suitability check (DBS/PVG) in place to Safeguard and protect the welfare of children, young people and adults at risk.'

Contracts should also stipulate that any contract, partnership or lease will be suspended or terminated where there is evidence that the signatory (or associated person) has 'behaved in a way that has harmed or may have harmed a child; possibly committed a criminal offence against a child; behaved towards children in a way that indicates they may pose a risk of harm to children; or behaved or may have behaved in a way that indicates they may be unsuitable to work with children' (Working Together, DFE 2023).

Including the above statement in your contracts with external providers and contractors shows that the Club has identified potential risks and taken action to mitigate these risks, as per their Duty of Care.



Race with Respect



Motorsport UK champions a high standard of behaviour from everyone within our community, underpinned by our commitment to make motorsport an inclusive and safe sport for everyone across all levels.

Code of Conduct

The Respect Code will help to grow and strengthen the sport by making it accessible and welcoming for everyone – it is so important that this is embraced by all participants.

Motorsport UK will deal with cases of disrespect; however, it is the responsibility of the Club to positively enforce the Respect Code and deal with incidents of poor behaviour in the first instance.

Race with Respect is Motorsport UK's code of conduct. Details of how this relates to different roles within motorsport can be found [here](#).

Supporting Resources

There are several resources available to Clubs that will help you to promote Race with Respect within your club environment. These can be found [here](#). These can be displayed around your Club or [online](#) to help publicise the expected standards of behaviour.

Anti-Bullying Policy

Motorsport UK have also produced an Anti-Bullying Policy for Clubs that can be found [here](#).



Safer Recruitment Practices

Safer recruitment refers to the actions that a club can take to ensure that the people working and volunteering for them are suitable to do so.

Safer Recruitment Policy

All clubs affiliated with Motorsport UK should have a Safer Recruitment Policy that explains the steps the club will take to check the suitability of its employees and volunteers.

Motorsport UK Safer Recruitment Policy can be found [here](#) for reference.

Storing, Retaining and Handling Information

Safer recruitment actions can often mean that a club will be handling confidential and sensitive information – it is therefore important that your policy sets out how you will handle, store and retain this information. For guidance on this, please see [here](#).

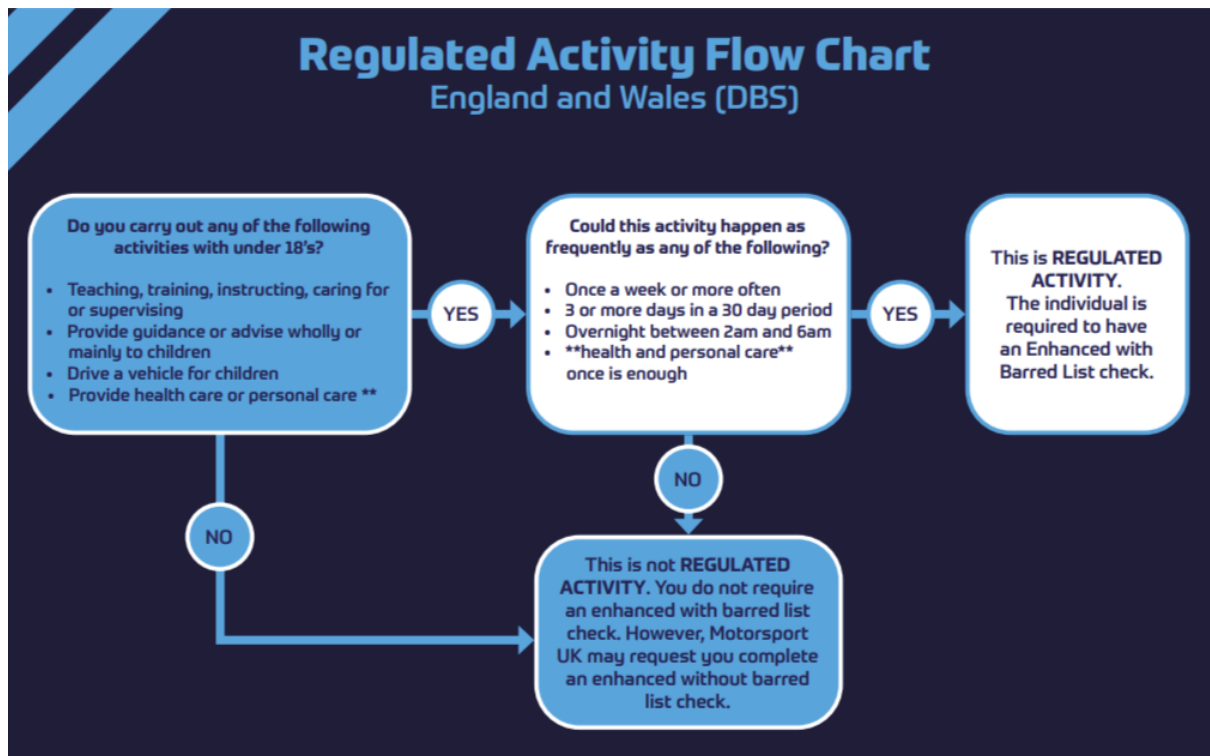
Suitability Checks (DBS/PVG) for Regulated Activity

The club is legally responsible for ensuring that anyone working in regulated activity is suitable to do so and is not barred from working with children or adults at risk. The people in these roles must have a suitability check (DBS/PVG) completed before working with children.

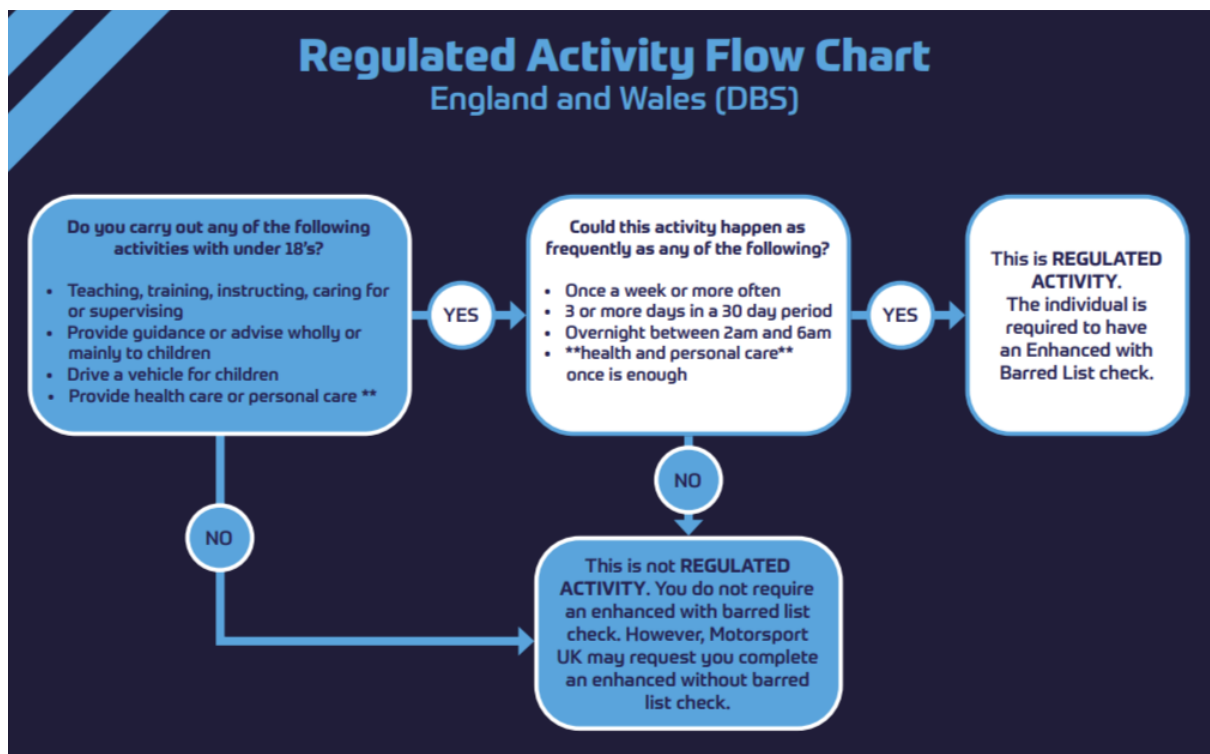
Regulated activity refers to certain job functions that when associated with children or adults at risk require a suitability check to be complete. The criteria for regulated activity differ slightly in certain nations.



England, Wales, Channel Island, Isle of Man & Northern Ireland



Scotland





In Karting, the below roles currently require a Suitability Check due to their participation in Regulated Activity:

- Club Safeguarding Officer
- Clerk of the Course
- Steward
- Scrutineer
- Team Manager
- Mechanic / Driver Coach

If you believe members of your Club are working in Regulated Activity, please contact vetting@motorsportuk.org to request a Suitability Check.

The process includes:

- Online application form
- Document verification (Post Office or Digital)
- Police Check
- Certificate is issued directly to the applicant

Safeguarding Induction

When new staff or volunteers join your Club, it is important that they receive a Safeguarding Induction. This ensures that everyone knows the policies and procedures your Club has regarding Safeguarding, and that they understand their responsibilities.

This induction may include:

- Signposting to E-Learning modules (Motorsport UK)
- Explanation of policies and procedures for Safeguarding
- Highlighting who your CSO is
- Providing information on how to report concerns



Reporting Processes

Safeguarding reviews across both sport and other environments routinely find that cases of abuse and neglect were able to continue unchallenged as the people who were being harmed didn't know how to report their concerns. In some cases, reports were made locally at a club level but were not addressed and there were no routes for escalation publicised.

Via the Club Safeguarding Officer

It is essential that Clubs have information available on their website and on site, that directs people to report concerns to their Club Safeguarding Officer in the first instance. If appropriate, these concerns can also be escalated to the Motorsport UK Safeguarding Team.

Your Club reporting and escalation process should be documented in your Safeguarding Procedure and made available on your website, so that your community are clear on:

- What to report
- How to report it
- Support available to them

Publicity and Promotion

Posters are available [here](#) which can be displayed on site or posted on your website and social media to encourage people to speak up and report any concerns they have.

Click [here](#) for a link to our Motorsport UK online reporting form. This will be dealt with by a member of the Safeguarding Team.

Guidance for Parents and Guardians

Motorsport UK Safeguarding Team have developed a guidance [document](#) for Parents and Guardians to help them to understand what Safeguarding means in motorsport, and what they can expect of their Club.

More information for Parents and Guardians can be found online [here](#).

Information about external charities and agencies that can provide additional support to parents can be found [here](#).



Guidance for Children and Young People

It is important that our children and young people feel empowered to speak up if they are concerned or feel unsupported in the sport. This [poster](#) can be displayed around your Club.

It is the Club's responsibility to provide a safe environment for all our children and young people to take part in motorsport in a fun, fair and inclusive way.

Your CSO should be a friendly face amongst club members and should always listen to concerns, no matter how small.

Support

If your Club requires any additional support or resources to embed the standards listed within this Agreement, please contact safeguarding@motorsportuk.org