

# Safeguarding Policy

The British Historic Kart Club recognise that we have both a moral and statutory responsibility to safeguard and promote the welfare of all children, young people and adults. We are committed to providing a safe and welcoming environment where everyone is respected, valued and supported to participate at all levels within our activities to the best of their abilities.

This policy aims to:

- Clearly demonstrate our commitment to safeguarding children, young people and adults.
- Promote consistent good practice that delivers a safe and positive environment for children and young people.
- Provide all staff and volunteers with the necessary information to enable them to meet their safeguarding responsibilities as set out in Government legislation and guidance.

## 1. Policy principles

- The welfare of the child/young person/adult is paramount.
- All children, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection.
- Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest any person is at risk of harm.
- Staff and volunteers classed as being in regulated activity with children will be subject to appropriate safer recruitment checks.
- BHKC staff and volunteers will receive appropriate training opportunities to ensure they can make informed and confident responses to safeguarding issues.

## 2. Roles and responsibilities

- The BHKC will employ sufficient resources to ensure that the commitment to safeguarding is delivered and that children, young people and adults are provided with a safe and positive environment in which to enjoy and participate in motorsport activities.
- The BHKC will ensure that the policies and procedures are publicised, promoted and distributed to all relevant audiences.

## 3. Safeguarding officer

The Safeguarding officer is responsible for ensuring that the organisation continues to meet its statutory duties in relation to safeguarding.

This includes:

- Continuing to develop safeguarding practices within the BHKC and affiliated groups with the aim of preventing harm;
- Ensuring that staff, volunteers, parents, children, young people and adults understand their roles in recognising, responding to and reporting allegations of harm;
- Investigating safeguarding concerns, in conjunction with statutory agencies where appropriate/required;
- Overseeing the completion of suitability checks by those working in regulated activity;
- Reviewing safeguarding cases, identifying and embedding learning to continuously develop and improve our response to safeguarding.
- Notifying the Local Authority Designated Officer, should a matter arise

## **Wellbeing Principles**

The concept of 'wellbeing' is threaded throughout English, Welsh and Scottish legislation and is related to the personal dignity, support and inclusion of all.

Capacity and decision making

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity.

People should be given information in formats that they understand to be able to make decisions.

## **Legislation**

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures. They take the following into consideration:

England - The Care Act 2014

Wales - Social Services and Well Being Act 2014

Scotland - Adult Support and Protection Act 2007

Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015

The Protection of Freedoms Act 2012

Domestic Violence, Crime and Victims (Amendment) Act 2012

The Equality Act 2010

The Safeguarding Vulnerable Groups Act 2006

England and Wales - Mental Capacity Act 2005

Scotland - Adults with Incapacity Act 2000

Mental Capacity (Northern Ireland) 2016

Sexual Offences Act 1956 & 2003

The Human Rights Act 1998

The Data Protection Act 1998

The General Data Protection Regulation 2016 Definitions

### **England (Care Act 2014)**

An 'Adult at Risk' is an individual aged 18 years and over who:

- a) Has need for care and support (whether or not the Local Authority is meeting any of those needs);
- b) Is experiencing, or is at risk of, abuse or neglect
- c) As a result of those care and support needs is unable to protect themselves from either risk of, or the experience of abuse or neglect.

### **Wales (Social Services and Wellbeing Act 2014)**

An "Adult at Risk" is an individual aged 18 years and over who:

- a) Is experiencing or is at risk of abuse or neglect,
- b) Has needs for care and support (whether or not the authority is meeting any of those needs) and
- c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

### **Scotland (Adult Support and Protection Act 2007)**

For the purpose of this Policy the following definitions apply:

An "Adult at Risk" is an individual aged 16 years and over who:

- a) Is unable to safeguard their own well-being, property, rights or other interests
- b) Is at risk of harm, and
- c) Because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

### **NI (Adult Safeguarding Prevention and Protection in Partnership 2015)**

An Adult at Risk of Harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances.

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

An 'adult in need of protection' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics and/or
- b) Life circumstances and
- c) Who is unable to protect their own well-being, property, assets, rights or other interests; and
- d) Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

In order to meet the definition of an 'adult in need of protection' either (A) or (B) must be present, in addition to both elements (C), and (D).

## Types of Abuse and Neglect

Dependent upon where the abuse takes place, the definition of harm varies:

<p><b>England (Care Act 2014)</b></p> <p>Physical Sexual Emotional/Psychological/Mental Neglect and acts of Omission Financial or material abuse Discriminatory Organisational / Institutional Self-neglect Domestic Abuse (including coercive control) Modern slavery</p>	<p><b>Wales (Social Services and Well Being Act 2014)</b></p> <p>Physical Sexual Psychological Neglect Financial</p>
<p><b>Scotland (Adult Support and Protection Act 2007)</b></p> <p>Physical Psychological Financial Sexual Neglect</p>	<p><b>NI (Adult Safeguarding Prevention and Protection in Partnership 2015)</b></p> <p>Physical Sexual violence Psychological / emotional Financial Institutional Neglect Exploitation Domestic violence Human trafficking Hate crime</p>

Whilst not included in legislation, those who work with adults at risk must be aware of the following abuse:

- Cyber bullying
- Forced marriage
- Hate Crime
- Radicalisation

## Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the organisation who a participant comes into contact with. Alternatively, other participants, workers or volunteers may suspect that an adult is being abused or neglected outside of the organisation's setting.

There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, or does not wear suitable sports kit, and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group of people or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassment of a participant because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. E.g. training without a necessary break.
- A coach intentionally striking an athlete.
- A participant who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.
- A participant threatening another participant with physical harm and persistently blaming them for poor performance.

### **What to do if you have a concern or someone raises concerns with you**

It is not your responsibility to decide whether an adult has been abused. It is however everyone's responsibility to respond to and report concerns. Where you are concerned that someone is in immediate danger, notify the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the Police.

If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to your Club Safeguarding Officer (CSO) or if you are uncomfortable doing so or are not happy with the outcome please refer to Motorsport UK's Head of Safeguarding. If the Head of Safeguarding is implicated, then report to the Motorsport UK's General Secretary.

When raising your concern with the Club Safeguarding Officer (CSO) / Motorsport UK Head of Safeguarding, remember to make safeguarding personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult of what actions you intend to take.

It is important when considering your concern that you keep the person informed about any decisions and action taken about them, and always consider their needs and wishes.

## How to respond to a concern

Remember to 'make safeguarding personal'.

- Discuss your safeguarding concerns with the adult.
- Obtain their view of what they would like to happen.
- Inform them it's your duty to pass on your concerns to your Club Safeguarding Officer (CSO) who will in turn inform Motorsport UK's Head of Safeguarding.

Make a note of what the person has said using his or her own words as soon as practicable. Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Inform the BHKC Club Safeguarding Officer (CSO) / Motorsport UK's Head of Safeguarding by passing on the information gained.

The BHKC Clubs Safeguarding Officer (CSO) will complete a referral form (this can be found on the Motorsport UK website).

The referral form must be submitted to Motorsport UK's Head of Safeguarding either via My concern or by password protected email to [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org) within 24 hours of receipt of disclosure.

Be mindful of the need to be confidential at all times. This information must only be shared with your Club

Safeguarding Officer (CSO) and Motorsport UK's Head of Safeguarding. There will at times be a requirement for information to be shared in the best interests of the adult but this must only be done on a strictly need to know basis.

**If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.**

## Good practice, poor practice and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in the BHKC/Motorsport UK to make judgements regarding whether or not abuse is taking place. However, all BHKC/Motorsport UK personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

## Good practice

Motorsport UK expects that coaches of adult participants:

- Adopt and endorse the Motorsport UK Code of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Adults.

Everyone should:

- Aim to make the experience of BHKC events fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.