



## Crash Box and Classic Car Club Safeguarding Policy (2025)

### Introduction

**The Crash Box and Classic Car Club** recognises that we have a moral and statutory responsibility to safeguard and promote the welfare of all of our members this includes members of our committee, our volunteers, participants and those who attend our events socially.

**The Crash Box and Classic Car Club** is committed to providing a safe and welcoming environment where everyone is respected, valued, and supported to participate or volunteer with our club.

This policy is in line with the **Motorsport UK Safeguarding Children and Vulnerable Adults Policy** as the **Crash Box and Classic Car Club's** national governing body.

### Policy Aims

The purpose of this policy is to:

- Demonstrate the **Crash Box and Classic Car Club's** commitment to safeguarding.
- Promote good practice which encourages the development of a safe and positive environment for all.

### Policy Principles

- The welfare of our members is paramount. **The Crash Box and Classic Car Club** has a role to play in protecting our members from physical, emotional and sexual abuse, from neglect and bullying.
- Everyone, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal protection rights.
- Safeguarding is everybody's responsibility. All volunteers and club members have a responsibility to respond positively, swiftly and appropriately in response to any concerns, suspicions, or disclosures that may suggest a child or adult is at risk of harm.

### Responsibilities

Members of the **Crash Box and Classic Car Club** committee will:

- embed this policy and work according to its principles.
- promote and publicise this policy with all members.
- ensure it has a minimum of one Club Safeguarding Officer, licenced by **Motorsport UK** who is in receipt of an enhanced DBS/PVG check.
- Support the Club Safeguarding Officer in their role. Ensure that any services contracted out to other providers consider the requirement to safeguard our members from abuse, neglect or harm.

- Members of **Crash Box and Classic Car Club** will: act according to the principles of this policy and associated procedure.

**The Crash Box and Classic Car Club** Safeguarding Officer will:

- Meet the annual license requirements set out by Motorsport UK.
- Promote their role to the community.
- Be contactable during all club events.
- Attend training as required by Motorsport UK.
- Embed local safeguarding policies and procedures and work in support of the Local Authority Designated Officer (if required to do so).

## **Contacts**

### **Crash Box and Classic Car Club Safeguarding Officer**

Name: Karen Strachan

Email: [karen@crashboxclub.co.uk](mailto:karen@crashboxclub.co.uk)

Telephone: 07566790030

### **Devon County Council Local Authority Designated Officer**

Name: DCC Local Authority Designated Officer

Email: [ladosecure-mailbox@devon.gov.uk](mailto:ladosecure-mailbox@devon.gov.uk)

Telephone: 01392 384964

### **The Motorsport UK Safeguarding Team**

Email: [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org)

Telephone: 01753 765056

This policy has been signed off by **Crash Box and Classic Car Club** Date: February 2025

## Crash Box and Classic Car Club Safeguarding Procedure

### Introduction

The purpose of the **Crash Box and Classic Car Club** Safeguarding Children and Vulnerable adults procedure is to provide information to all club members, staff, volunteers, and parents/guardians on the actions that the **Crash Box and Classic Car Club** will take to keep people safe from harm.

Everyone has a role to play in safeguarding, this includes our Club Committee, Club Safeguarding Officer(s), Staff, Club members, Participants, Volunteers and Spectators.

This document provides advice and guidance on recognising abuse, responding to allegations of abuse, and reporting safeguarding concerns appropriately and proportionately.

This procedure should be read in conjunction with Motorsport UK's Safeguarding Policies and Procedures.

### Recognising Abuse

Abuse and neglect can occur anywhere; at home, at school, or at a sporting event - we need to be aware of this so that we can spot the signs and take appropriate steps to protect people from further harm.

Abuse, neglect and harm can occur in a number of different ways:

| Children and Young People can be at risk of:                                                                                                                                                                                                                                                                                                                                                                                                                            | Adults can be at risk of:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Physical Abuse</li> <li>Emotional Abuse</li> <li>Sexual Abuse</li> <li>Neglect</li> <li>Domestic Abuse</li> <li>Bullying &amp; cyber-bullying</li> <li>Poor practice</li> <li>Breaches of the Race with Respect code of conduct</li> </ul> <p>They can be harmed by:</p> <ul style="list-style-type: none"> <li>People in a position of trust</li> <li>Peers</li> <li>Family members</li> <li>Strangers (e.g. online)</li> </ul> | <ul style="list-style-type: none"> <li>Physical Abuse</li> <li>Emotional Abuse</li> <li>Sexual Abuse</li> <li>Neglect</li> <li>Self-neglect</li> <li>Domestic Abuse</li> <li>Financial Abuse</li> <li>Discriminatory Abuse</li> <li>Institutional Abuse</li> <li>Modern Slavery</li> </ul> <p>They can be harmed by:</p> <ul style="list-style-type: none"> <li>People in a position of trust</li> <li>Peers / colleagues</li> <li>Family members</li> <li>Strangers (e.g. online)</li> </ul> |
| Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                            | Further information on types and indicators of abuse that affect children and young people can be found <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                                                  |

## Crash Box and Classic Car Club Safeguarding Procedure

- Children and young people the vulnerable and the elderly
- Anyone, regardless of age who is isolated, lonely or does not have a support network around them,
- Anyone regardless of age who has a disability or health condition that makes them more reliant on others for support.

## Responding to and managing concerns

This next section of the procedure details how the **Crash Box and Classic Car Club** can best respond to any allegations of abuse, neglect or harm which we are made aware of. It is never an option to do nothing if you become aware of a concern to 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 concerned at increased risk.

If you are made aware about concerning behaviours

or actions of others:

| DO                                                                                                                                                                                                                                                                                                                                                 | DO NOT                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Allow them to speak freely</li> <li>• Remain calm</li> <li>• Listen</li> <li>• Provide reassurance</li> <li>• Recognise their courage in speaking up</li> <li>• Check your understanding of the situation</li> <li>• Ask about their immediate safety</li> <li>• Explain what will happen next</li> </ul> | <ul style="list-style-type: none"> <li>• Make judgements</li> <li>• Ask lots of questions</li> <li>• Promise confidentiality</li> <li>• Dismiss, deny or minimise their concerns</li> <li>• Over-react</li> <li>• Be led by your own feelings</li> <li>• Challenge or confront the alleged perpetrator</li> </ul> |

As soon as it is appropriate to do so, make a record of the conversation. Record the date, time and location of the conversation and write down the words and phrases used by the person.

## Missing and Found Children Procedure

This guidance is written for large events taking place over a number of hours. Smaller community-based events should follow the principles and develop arrangements appropriate to their event.

## **Accommodation**

A building or temporary structure that is weatherproof; easily recognisable; and clearly signed **“Lost Children”**. It should also be secure, with no direct access to the general public; separate from the first aid area or control room; with dedicated toilets. There should also be a collection point that is separate from where there are other children being cared for. Staffing A minimum of two people, with enhanced DBS check and training in child protection awareness, are required to staff the lost children area at any one time and a team of three will allow rotation to give sufficient cover over a long time. At least one person should also have 2 years relevant experience in looking after children. All of these staff must receive briefing and written instructions relating to emergency procedures in case of evacuation. The child protection awareness training course attended should have included information on:

- Safeguarding and promoting the welfare of children;
- Defining abuse and neglect;
- Myths and realities in child protection;
- Signs and symptoms of physical sexual abuse emotional neglect;
- Helpful responses when a child confides - what to avoid and protecting your self

## **Care Guidelines**

- Children should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children in case of allergies.
- The person claiming a child should complete a form to include their name and address and show relevant form of identification
- A dedicated radio channel for lost children should be assigned on the radio network.

## **Found Child Procedure**

Upon finding a child the following procedure should be implemented:

- Staff should make immediate contact with the safeguarding officer at the lost children point in case the parent/guardian is there, to advise that a child has been found.
- The child is then to be immediately escorted by staff to the lost children point.
- A form must then be completed in the presence of the safeguarding officer to detail where the child was found. (template form F8 is available)

- Details of the child are to be forwarded to Event Control (via mobile phone/Walkie Talkie).
- Event Control must request a message to be relayed over the PA system. **(No details of the lost child should be relayed over the PA system without the permission of the Safeguarding officer in charge).**
- Event Control should also issue details to the safeguarding officer regarding the lost child in case they are contacted by a parent/guardian.
- Parents/guardians claiming the child should show a form of identification (A photo driving licence, passport or correspondence showing their name and home address) before the child is released. In the event of any uncertainty, it will be the responsibility of the safeguarding officer to determine if the child should be allowed to go with the person who is claiming them.

### **Missing Child Procedure**

- If a missing child report is made to a member of staff then they should contact the lost children point to ascertain whether the child is there.
- If the child is there then parents/guardians should be directed or escorted directly to the lost children point.
- If the child is not there then parents/guardians should be directed to the lost children point to complete a missing child form with a description of the child.
- Details of the missing child should then be forwarded to event control (via mobile phone).
- Event Control should then issue a message to all staff so that they can remain vigilant. No details of the lost child should be relayed over the PA system without the permission of the safeguarding office in charge.

### **Reporting**

If you are worried that someone is at risk of harm this must be reported to the Club Safeguarding Officer (CSO). **The Crash Box Classic Car Club CSO** is the first point of contact and will be contactable at every club event.

If you believe someone is at immediate risk of harm, contact emergency services.

The CSO will follow the appropriate reporting procedure depending on the type of incident reported to them as outlined in the Motorsport UK Safeguarding Procedures (see appendix).

The CSO will take appropriate actions which may include:

- Making enquiries and keeping a local record

- Seeking advice from the Motorsport UK Safeguarding Team and liaising with statutory partners
- Maintaining accurate records

Further information on the reporting procedures can be found in the Motorsport UK Safeguarding Procedure.

If you cannot contact the CSO or it is not appropriate to do so, reports can also be made directly to the Motorsport UK safeguarding team by emailing [safeguarding@motorsportuk.org](mailto:safeguarding@motorsportuk.org) or by completing the form at [www.motorsportuk.org/the-sport/safeguarding/sharing-a-concern/](http://www.motorsportuk.org/the-sport/safeguarding/sharing-a-concern/)

### **Contact Information**

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## Appendix 1 – Reporting routes

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Recognise:</b>    | Breach of Race with Respect<br><br>Peer-on-peer abuse<br><br>Poor Practice                                                                                                                                                                                                                                                                                                                                                                                                 | Concern about welfare outside of motorsport                                                                                                                                                                                                                                                                                               | Any allegation which meets the safeguarding threshold <sup>1</sup>                    |
| <b>Report to:</b>    | CSO                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | CSO, Local Authority of NSPCC Helpline                                                                                                                                                                                                                                                                                                    | CSO or Motorsport UK Safeguarding Team                                                |
| <b>The CSO will:</b> | <ol style="list-style-type: none"> <li>1. Obtain a record of the incident, the people involved and any actions taken.</li> <li>2. Notify Motorsport UK if an immediate suspension is required while investigations take place.</li> <li>3. Obtain statements from the parties involved</li> <li>4. Seek to understand any mitigating or aggravating factors.</li> <li>5. Provide a report to the Motorsport UK Incident Triage Panel with recommended outcomes.</li> </ol> | <p>EITHER:</p> <ol style="list-style-type: none"> <li>1. Refer to the Motorsport UK Safeguarding Team</li> </ol> <p>OR:</p> <ol style="list-style-type: none"> <li>2. Report directly to the Local Authority Safeguarding Team where the child lives with support/advice from the Motorsport UK safeguarding team if required.</li> </ol> | Report this to Motorsport UK Safeguarding Team using the Referral form on the website |

<sup>1</sup> As detailed in the Motorsport UK Safeguarding Case Investigation Procedure