



BSCRA Child Safeguarding Policy 2016

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1. INTRODUCTION

The Children Act (1989) states :

“The Child’s Welfare is Paramount

National Guidance (Laming 2003) requires all organisations to adopt and implement a written Child Safeguarding Policy which relates to the management of any child protection concern.

In response to Laming (2003) further guidance issued “Every Child Matters”(HM Government 2003) outlines a framework of five outcomes that all children should achieve:

- Stay Safe
- Be Healthy
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing

Safeguarding and promoting the welfare of children is the broad term that includes child protection and for the purposes of this policy is defined as :

- Protecting children from maltreatment
- Preventing impairment of children’s health
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances (HM Government 2015:92)

2. SCOPE

This policy is relevant to all BSCRA Members. The policy applies to the management of any child safeguarding concern, at an event organised by a BSCRA affiliated club, whether arising from that event or not. In the context of this policy, a vulnerable adult is considered in the same way as a child.

3. GEOGRAPHICAL VARIATION

The BSCRA Child Safeguarding Policy is written as an umbrella policy for universal application across the United Kingdom and Crown Dependencies. BSCRA recognises that there is different legislation and guidance across the British Nations.

Adoption of the BSCRA Child Safeguarding Policy is a minimum requirement for BSCRA Clubs and should be implemented alongside the regional variations (Appendix 1). Individual Clubs are required to review and comply with their national variations in legislation and requirements across the UK Nations. This is imperative for those clubs and organisations that may operate across Nation boundaries, eg England and

Scotland, England and Wales etc.

4. DEFINITIONS

Safeguarding Children is a broader term than “Child Protection” which includes prevention activities see above.

Child “is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate does not change his/her status or entitlements to services or protection. (Children Act 1989 & 2004; HM Government 2015:92).” Therefore the generic term child refers to children and young people throughout.

Child Protection - is the specific aspect of safeguarding that protects children from harm, or abuse or risk of harm or abuse.

BSCRA Event – an event hosted by a BSCRA affiliated club, which includes all competitive, and non-competitive meetings, and therefore includes club meetings, management meetings, and social activities.

Children’s Social Care – This is a generic term for Local Authorities services provided to support children and families, and undertake child protection investigations. Other terms for the same department include : Children’s Services, Social Services, Social Care, Children and Young People’s Services.

MSA – The Motor Sports Association.

5. ROLES AND RESPONSIBILITIES

BSCRA

BSCRA will ensure that Child Safeguarding is regularly discussed at the Annual Council Meeting.

BSCRA will provide support to BSCRA affiliated Clubs through the BSCRA Child Safeguarding Officer.

BSCRA will provide access to the BSCRA Child Safeguarding Policy and documentation via the BSCRA website.

BSCRA will cooperate with all requests from Local Authorities, Local Safeguarding Children’s Boards (LSCB’s) or their equivalent, Local Area Designated Officers (LADO) and the Police in relation to all child safeguarding issues.

BSCRA Child Safeguarding Officer

The BSCRA Child Safeguarding Officer will ensure that child welfare issues are

reported at BSCRA Council Meetings and that safeguarding children and Child Protection is a standing item at the BSCRA Annual Council Meeting.

The BSCRA Child Safeguarding Officer will provide support to BSCRA Clubs and Members. This will include advice on safeguarding issues and guidance to training opportunities.

BSCRA Clubs

All BSCRA Clubs are required to have a Child Safeguarding Policy in place. BSCRA Clubs shall use the BSCRA Child Safeguarding Policy and procedures or adapt the policy and procedures to be their own.

In addition BSCRA will :

Inform the MSA of the BSCRA Child Safeguarding Officer nomination and maintain current personal contact details.

Include child safeguarding matters at their Annual Council Meeting as a standing item, and keep records of all discussions.

Support the BSCRA Child Safeguarding Officer.

BSCRA Members

All adults affiliated to BSCRA have a responsibility to recognise actual and potential child abuse, and safeguarding concerns and report this to the BSCRA Child Safeguarding Officer.

6. INDIVIDUAL CASES

All concerns must be reported by telephone or in person to the BSCRA Child Safeguarding Officer. Concerns can be reported by any individual; adults and children alike.

All the concerns will be acted upon by the BSCRA Child Safeguarding Officer. All concerns will be recorded using the MSA Child Safeguarding Incident Reporting Form (Appendix 2) and when required the MSA Continuation Sheet (Appendix 3).

On completion the original will be forwarded to the MSA Child Safeguarding Co-ordinator at the MSA for storage. BSCRA Child Safeguarding Officers should keep a copy of their completed incident form and store securely within the BSCRA Association for a period of 12 months from the last entry for the individual. After this period the BSCRA Child Safeguarding Officer should destroy their copy of the documentation.

During a BSCRA event all child safeguarding concerns raised to the event

organiser must be notified to the BSCRA Child Safeguarding Officer. All child safeguarding concerns must be recorded and managed according to MSA procedures.

Following the event, the event organiser will retain a record of the incident, but the detail of the incident will be forwarded to the BSCRA Child Safeguarding Officer and maintained in the BSCRA Child Safeguarding Officers' records.

Where there are concerns that a child or young person is in immediate danger, the BSCRA Child Safeguarding Officer, or in their absence, the event organiser must contact the police for immediate protection.

Where concerns are raised and recorded but the child is not in immediate danger the case will be referred by the MSA to the Children's social care for the child's home location as well as the children's social care for the venue location.

Concerns relating to adults at events must have factual evidence to support the actions to be taken. Concerns about adults at events must be reported to the BSCRA Child Safeguarding Officer and recorded on the Child Safeguarding Incident Reporting Form (Appendix 2). This will then be forwarded to the MSA Child Safeguarding Officer.

At all times the child must be the focus of the case management and be protected from further harm.

The BSCRA Child Safeguarding Officer and BSCRA individuals witnessing incidents, will co-operate with the MSA Child Safeguarding Co-ordinator, statutory agencies (Police and Children's Social Care) and Local Safeguarding Children's Boards (or equivalent) at all times as necessary.

7. CASE REVIEW FRAMEWORK FOR LEARNING AND DEVELOPMENT

All case review issues, including learning and development, are the responsibility, and will be carried out by the MSA.

8. RECRUITMENT AND SELECTION

When the BSCRA Council nominate individuals to the role of BSCRA Child Safeguarding Officer, evidence of nomination and seconding must be recorded within the minutes of those Council meetings.

9. DISCLOSURE AND BARRING SERVICE

Disclosure and Barring Service (DBS) checks are required for those who are 'working with children' as defined in (Children and Families Act 2014). This is unlikely to apply to those hosting slot car events, but any uncertainties in this matter should be clarified with the BSCRA Child Safeguarding Officer, who can refer to the MSA Child Safeguarding Co-ordinator.

10. PHOTOGRAPHY

BSCRA recognises that Slot Racing events are a popular photographic opportunity where a range of individuals may be involved, and encourages responsible use of photography at all times.

Slot Racing events must operate an open and transparent environment and organisers should publish specific information particularly concerning professional photographic/video filming.

Any individual that has concerns regarding photography and child safeguarding during BSCRA activities must contact : The Event Organiser and the BSCRA Child Safeguarding Officer.

BSCRA supports event organisers to take appropriate action where concerns are raised about individuals at events, including requests for individuals to leave events.

11. MANAGING ALLEGATIONS OF CHILD ABUSE FOR ADULTS WITHIN SLOT RACING

Where an allegation about child abuse is made about an adult within slot racing which places a child/young person at risk of harm the process for managing allegations of abuse procedures will be initiated. This includes allegations relating to:

- An adult or young person that has behaved in a way that has harmed a child, or may have harmed a child.
- An adult or young person that has possibly committed a criminal offence against or related to a child.
- An adult or young person that has behaved towards a child or children in a way that indicates that they are unsuitable to work with children.
- An adult or young person that has failed to take action, which has resulted in a child/young person being placed at risk of harm.

Concerns should initially be reported to the BSCRA Child Safeguarding Officer (*see Appendix 1 for Job Description and section 12 below for training requirements*), who will subsequently report to the MSA Child Safeguarding Co-ordinator and confirm with the completed documentation.

On receiving the completed child safeguarding documentation about the allegation the MSA will appoint a named senior officer and a named senior manager for the investigation and management of the allegation.

MSA treats all allegations of child abuse seriously and will appropriately and proportionally investigate all allegations made.

Matters reported may include incidents within an adult's personal life or be slot racing related. MSA will undertake immediate action to ensure the protection and safety of a child, or children which may involve contacting the police and or social care immediately, and then assist in any investigation into the nature of the

allegation, including liaising with the Local Area Designated Officer (LADO).

All allegations must be reported to the MSA Child Safeguarding Co-ordinator or the MSA Chief Executive Officer by the BSCRA Child Safeguarding Co-ordinator.

All allegations will be investigated using a systematic and consistent approach, evidencing decision making at all stages, which is recorded and stored at MSA head office.

MSA recognises there is potential for malicious or unsubstantiated allegations to be made.

The MSA recognises that more than one investigation may be initiated and these may run concurrently.

Any concerns that a child/young person may be at risk of immediate harm **must** be reported to the police or social services at once.

12. TRAINING AND DEVELOPMENT

MSA provides support for BSCRA Club Child Safeguarding Officers, and on-line training courses are available from groups such as 'Child Protection Company'.

MSA recognises that the BSCRA Child Safeguarding Officer may receive child protection training in their professional capacity or within other voluntary roles. Updating knowledge and competence can be demonstrated through a range of learning and development activities. Training and development activities are accepted from external opportunities providing MSA Club Child Safeguarding Officers can supply the MSA with evidence of continuing training and updating, e.g. certificate of attendance including learning outcomes.

The BSCRA Child Safeguarding Officers must report details of their training and updating to the MSA at the point of annual renewal as part of relicensing process.

Important changes to legislation and practice within child safeguarding will be disseminated by the MSA using appropriate media.

13. GOVERNANCE

This Policy will be regularly reviewed and updated at intervals not less than 3 years as minimum.

A review may be initiated earlier due to legislative or national guidance changes.

This Policy and any applicable Guidelines are seen as live documents, capable of being reviewed and amended by BSCRA according to need on an ongoing basis.

BSCRA welcomes any written comments or suggestions regarding the Policy and any applicable Guidelines, and their application, at any time.

Appendix 1 Legislation, Guidance and Procedures

Legislation

England	Children Act 1989 Children Act 2004 Children And Families Act 2014 Working Together 2015
Wales	Children Act 1989 Children Act 2004 Children And Families Act 2014 Working Together 2015 All Wales Child Safeguarding Procedures 2008
Scotland	National Guidance For The Protection Of Children In Scotland 2012
Northern Ireland	Children Order 1995 Cooperating to Safeguard Children 2003
Isle of Man	Children and Young People's Act 2001
Jersey	The Children (Jersey Law) 2002 built on Children Act 1989 (England)
Guernsey and Alderney	Children (Guernsey and Alderney) Law 2008 The Criminal Justice (Children and Juvenile court reform) (Bailiwick of Guernsey) Law 2008

Appendix 2 BSCRA Child Safeguarding Officer Job Description

JOB PURPOSE AND SCOPE

The role of the BSCRA Child Safeguarding Officer is to be the first point of contact for all child safeguarding enquiries within the Association and to ensure that children's welfare is considered in all aspects of the Association's Activities.

POSITION IN ORGANISATION

Reports To: Association Chairman
Accountable to: Association Chairman

DUTIES AND KEY RESPONSIBILITIES

- Assist and liaise with the BSCRA Council to fulfil its responsibilities to safeguard children at all levels.
- Ensure the clubs adopt the BSCRA policy statement on child safeguarding.
- Ensure the association develops its own Child Safeguarding Policy to align with that of MSA.
- Be the first point of contact for club enquiries and approaches from other officials, parents, guardians, carers, and young people themselves where issues of concern regarding children's welfare, child abuse or poor practice are identified.
- Promote and ensure that confidentiality is maintained.
- Be a member of the Association Council if required.
- Provide basic advice and support to club members and children and young people.
- Provide information about local and national resources relating to child safeguarding.
- Maintain a child focused approach at all times.
- Maintain accurate records of child safeguarding incidents and store these in accordance with data protection legislation.
- Ensure all club events display details of the Child Safeguarding Officer
- Keep Association Council informed on matters relating to child safeguarding and welfare.
- Ensure the BSCRA Child Safeguarding Policy is reviewed to remain in alignment with MSA Child Safeguarding Policy following any revision.

Appendix 3 MSA Club Child Safeguarding Incident Reporting Form

Name of club: _____

Date incident reported: _____ Time reported _____

	Person Reporting the Incident	Person Recording the Incident
Name:		
Position in club:		
Knowledge of and relationship to the child:		
Contact address:		
Telephone number(s):	(m) (h)	(m) (h)
Email address:		

Child's Details

First Name		Last name			
Date of birth		Age		Gender	Male / Female:
Ethnicity:		Disability:			
School					
Contact address:					
Telephone Number(s):	(m)	(h)			

Siblings

First Name	Last name		
First Name	Last name		Parental responsibility

NB: Make a clear distinction between what is fact, opinion or hearsay. Remember that you should not lead the person with questions –record **actual** details. Continue on a separate sheet if necessary.

Incident Details:

Location of incident (if relevant):	Incident Date	Time
Nature of the concern / allegation:		
Detailed information:		
Details of any observations made by you, or to you:		
Risk Rating: Immediate High Medium Low		

Alleged Abuser's Details (if known):			
Name:		Date of birth	Age
Male <input type="checkbox"/> Female: <input type="checkbox"/>	Relationship to child:		
contact address:			
Telephone Number(s): (m)	(w)	(h)	
Ethnicity:		Disability:	
Actions taken so far:			

External Agencies contacted	Police	Social Services	Motor Sports Association	Other
Location name				
Date				
Time:				
Contact Name				
Contact Number				
Details of advice received:				
Incident Number				

I confirm that the details described are accurate to the best of my knowledge and will remain confidential between myself, the BSCRA Child Safeguarding Officer, and the MSA

Print name:

Signed:	Date:

Appendix 4 MSA Club Child Safeguarding Officer Incident Reporting Form

Continuation Sheet

Continuation Sheet number: _____

Child's details

First Name		Last name			
Date of birth		Age		Gender	Male / Female:

Date	Time	Record	Signature

Appendix 5 Disclosure And Barring Checks

Legislation and Guidance

DBS checks are required for individuals who are classed as providing 'Regulated Activity' relating to children. This is defined in schedule 4 of the Safeguarding Vulnerable Groups Act 2006. Further factual guidance relating to DBS is available from the DBS website.

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The minimum age for application for a DBS check is 16 years.