



ORCi Safeguarding & Welfare Policy

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1. Introduction & Policy Statement

The ORCi believes that all children have the right to be safe and enjoy their involvement in motor sport.

The ORCi is committed to helping and supporting everyone involved to accept their responsibility to safeguard children from harm or abuse and ensure their fair welfare.

The ORCi under its 'Duty of Care' is committed to creating and maintaining a safe and positive environment for all children to participate in motor sport.

- The welfare of the child is paramount.
- All children regardless of age, gender, ability or disability, faith, size, language or sexual identity, have the right to protection from harm.
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately.
- Every ORCi partner and associate as part of its wider membership and association will work in partnership to promote the welfare, health and development of children.
- As defined in the Children and Families Act 2014 anyone under the age of 18 years should be considered as a child for the purposes of this document.

- The ORCi partner and associate as part of its wider membership must also consider the needs of vulnerable adults and take appropriate action to protect them.

2. Scope

This policy is applicable to all ORCi members, sanctioned formulae, volunteers, officials, sub-contractors, competitors (including licence holders), staff and the Board whether they are paid or unpaid. The policy applies to the management of any child safeguarding concern, at any ORCi activity or any ORCi permitted event, whether arising from that event or not.

Whilst the policy in principle focuses on the junior formulas, the ORCi recognises its responsibility to include all formula where the age range covered in this policy compete.

The policy covers all forms of child protection (to include but not limited too):

- *Physical abuse* – including assault, hitting, slapping, pushing, restraint or inappropriate physical sanctions.
- *Domestic violence* – including psychological, physical, sexual and emotional abuse.
- *Sexual abuse* – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography.
- *Psychological abuse* – including emotional abuse, threats of harm, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying and isolation.
- *Financial or material abuse* – including theft, fraud and internet scamming.
- *Discriminatory abuse* – including forms of harassment, slurs, slander, age, disability, sexual orientation or religion.
- *Self-neglect* – this covers a wide range of behaviour neglecting to care for one's personal health and hygiene.

3. Geographical variation

The ORCi Safeguarding Policy is written as an umbrella policy for universal application across the United Kingdom and Northern Ireland. As a minimum requirement all ORCi recognised promotions and formulas are required to adhere to the ORCi Safeguarding Policy. They must adhere to the practices, procedures and guidelines and adopt the Policy Statement, implementing them alongside regional variations.

4. Definitions

- **Safeguarding Children** is a broader term than “Child Protection”.
- **ORCi** is the Oval Racing Council International and is the sport's governing & guidance body which covers all formulas that race on ORCi licensed tracks.
- **Children** defined in The Children and Families Act 2014 as people under the age of 18 years.
- **Child Protection** is the specific aspect of safeguarding that protects children from harm, risk or abuse.
- **Vulnerable Adult** is generally defined as someone over the age of 18yrs who is unable to protect themselves from harm or exploitation.
- **CSO** is the track Child Safeguarding Officer.
- **LSO** is the ORCi Lead Safeguarding Officer.

- **DBS** is Data Barring Service which is a process of ensuring that unsuitable people do not work with vulnerable groups.
- **PVG** is Protecting Vulnerable Groups and is the version of DBS used in Scotland.
- **ORCi Sanctioned Formula/Recognised Clubs** are any promotions or formulas that race under the ORCi remit.
- **LADO** is the Local Area Designated Officer
- **Welfare** is the specific requirement to ensure that all persons covered by this policy are treated fairly and equal.
- **GDPR** is the General Data Protection Regulations.

5. Roles and responsibilities

As the national governing and guidance body for oval racing, the ORCi will publicise this policy and provide support and guidance for Promotions, clubs and formulas that run under its remit. This support will include producing template policies, procedures and good practice guidance and by providing access to training and education opportunities (where appropriate).

- The ORCi recognises the roles and responsibilities of the statutory agencies in safeguarding children and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed or are at risk of harm. The ORCi will cooperate with all requests from Local Authorities, such as Local Area Designated Officers (LADO) and the Police in relation to all child safeguarding issues.
- The ORCi is committed to providing access to appropriate advice and support through ORCi staff and ensuring that concerns relating to the safety and welfare of children are taken seriously and acted upon swiftly and appropriately.
- The ORCi will ensure there is a clear commitment by senior management to the importance of safeguarding and promoting children's welfare in motor sport.
- The ORCi will ensure that systems, procedures and policies are in place to ensure that all persons are treated fairly.
- The ORCi will include Safeguarding into its management meeting agenda to share best practice whilst ensuring that personal details are kept confidential under its GDPR policy.

6. Safeguarding children in the motor sport club environment

All ORCi promotions and formulas must comply to the ORCi Safeguarding Policy as part of its membership.

All promotions who have young people using its facilities or involved in its events or activities must appoint a Child Safeguarding Officer (CSO). This is a named role, and this person must have a child centered approach, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote ORCi Safeguarding policies and procedures in the club environment.

CSOs have responsibility to ensure that they:

- Attend initial and refresher training opportunities.
- Raise the profile of child welfare within their promotion.

- Have a two-way communication process with the ORCi LSO.
- Are contactable at every ORCi sanctioned event under their control, and these details are published said events.
- Manage child safeguarding incidents or concerns at ORCi permitted events and activities.
- keep appropriate records for each child safeguarding concern and store according to ORCi requirements in line with the ORCi GDPR policy.
- Each promotion must Inform the ORCi LSO of the CSO and maintain current personal contact details.
- Include child safeguarding policy at their management meeting and raise any concerns to the CSO and LSO.
- Provide support for the CSO and ensure they are included in communications.
- Publicise this policy via their website.
- Publicise the name of the safeguarding officer (CSO) at their events in the meeting programme.

7. Club members

Safeguarding is everyone's responsibility. This means that everyone in our sport has a responsibility to raise a concern that they may have about a child and report this to the CSO, or ORCi LSO.

It is not acceptable to simply say that "it's nothing to do with me". As soon as a concern is known irrespective of formal or not, everyone has a morale and legal duty to report it.

8. Examples of abuse

There are several categories of child abuse (not limited too):

- **Child sexual Exploitation** - gaining a child's trust or control them through violence or blackmail before moving onto sexually abusing them. It could be asking them to send sexually explicit images or have sexual conversations.
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- **Bullying & Cyber bullying** is not always easy to define and will not always be an adult abusing a child. Bullying is the use of aggression with the intention of hurting another person. belongings getting 'lost' or damaged, being afraid to go to school, being mysteriously 'ill' each morning, or skipping school, not doing as well at school, being nervous, losing confidence, or becoming distressed and withdrawn.
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- **Criminal abuse** – This is simply getting or encouraging a child to undertake or engage in an illegal activity, it could be something as simple as getting them to steal or encourage underage drinking.
- **Victimisation** – treating a child differently to others and unfairly.
- **Domestic abuse** - could be emotional, physical, sexual, threatening blaming, scapegoating, making the child the subject of jokes, or using sarcasm and this often leads into other forms of abuse.

- **Religious abuse** – intimidation because of their religious beliefs, often leads to other forms of abuse.
- **Grooming or Coercive abuse** - Often seen as the beginning which can lead to another form of abuse. Can be online, in person or both by a stranger or someone they know. The relationship a groomer builds can take different forms. This could be a romantic relationship, a mentor or an authority figure.

- **Physical abuse** - Physical abuse is when someone hurts or harms a child or young person on purpose. It includes hitting with hands or objects, slapping and punching or kicking.

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- **Verbal abuse** – using words to disadvantage someone, could be raised voice or even low key but is generally done to undermine someone.
- **Online Abuse** - Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages, messaging apps, online chats, etc.
- **Gender & sexual orientation Abuse** - treating someone differently because of their gender preference, this often leads to other forms of abuse.

It is not always situations of poor practice which give cause for concern. Abuse and bullying can and does occur in a wide range of settings. It is important that all those working in motor sport are aware of the signs, indicators and types of abuse that may occur. Indicators of abuse should always be taken seriously, and any concerns should be reported to the CSO on duty for the event or activity, or in their absence the ORCi Lead Safeguarding Officer.

9. Social media

The use of social media is an ever-increasing platform for communication, it should however be noted that minimum age is 13yrs for a child to have a social media account and 16yrs for accounts such as 'Whatapp'. Whilst this is the responsibility of the parent or guardian, we have a 'duty of care' not to encourage or promote its use.

There is a responsibility on organisers to ensure that disciplinary action is taking for social media abuse, for example competitor to competitor abuse.

10. Recruitment and selection

The ORCi and its members will undertake an appropriate level of investigation into the selection of personnel, ensuring that they have the correct attributes to undertake the role effectively and efficiently, thus committing to provide the best possible environment for our competitors to enjoy. Where a formula has its own staff who undertake a role in the running of the club, such as a Board of Control, the ORCi will put suitable measures in place to ensure that the welfare of drivers is maintained, and the staff are suitably vetted to ensure that a fair and consistent approach is applied throughout.

Anyone involved in the safeguarding and welfare of children shall have an unblemished record in the sport and must have been free from any oval racing matters of integrity and compliance for a period of five years prior to being appointed.

11. DBS Disclosure

As a minimum each CSO and LSO and official will undertake an Enhanced Disclosure and Barring Service (DBS or PVG) Disclosure application. A copy must be forwarded to the LSO which will be filled by the ORCi.

A DBS Enhanced Disclosure will provide information about:

- Criminal convictions (see ORCi Recruitment of ex-offenders Policy)
- Police / social services information considered to be relevant by the chief of police officers.
- It may contain information regarding whether an individual is barred from working with vulnerable groups.

DBS Enhanced Disclosures must be renewed a minimum of every five years if a person remains in post or more regularly if, for example, there is a concern raised.

The ORCi is compliant with the DBS code of practice, and GDPR Data Protection Act for the management of personal information relating to DBS checks.

Upon information contained within a DBS check, the employer will make a judgement on the suitability of the person to undertake the role or position and put suitable control measures in place.

It is not acceptable to simply say that someone does not come into direct contact with children therefore does not require a DBS check, there are many forms of abuse that are not related to direct contact.

12. Photography

Only persons that have given their prior permission (opted in) will be photographed by official ORCi registered photographers and these will be bound by this policy.

Any individual that has concerns regarding photography and child safeguarding during ORCi activities must contact the CSO for the event or ORCi LSO.

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

An official ORCi registered photographer should undertake a DBS check as a minimum.

13. Responding to suspicions or concerns

Should a child or anyone else have a safeguarding concern this should be raised immediately with the CSO for the event or alternatively with the ORCi LSO. The situation will be dealt with accordingly. No one should be in fear of reporting a concern. Each situation will be dealt with in the strictest of confidence.

The ORCi encourages and supports “whistleblowing” and the confidentiality laws surrounding it and will, (where appropriate), notify the statutory agencies of any allegation and work in partnership with them. The wellbeing of the child must be central to any procedures involving them.

All safeguarding concerns raised via the CSO either during or after the event must be notified to the ORCi Lead Safeguarding Officer where an appropriate investigation will be undertaken.

Where there are concerns that a child is at immediate risk of abuse then the police must be contacted without delay.

Concerns relating to adults at events must be reported to the CSO or ORCi LSO (this may require factual evidence to support action).

If you think any of the above are taking place, then it is your duty of care to report this. This can be undertaken in person to the CSO or the ORCi LSO, it can also be reported via telephone or email.

All communication MUST be kept confidential. A basic note can be made to the meeting steward and recorded that a concern has been raised, but NO personal details must be recorded, these must be reported direct to the CSO or ORCi LSO.

14. Incident Referral Process

Once the CSO receives notification of a disclosure, incident or allegation they will liaise with the ORCi LSO and liaise with the statutory authorities accordingly whilst ensuring confidentiality.

15. GDPR

Confidentiality is central to any safeguarding concern and all members of the ORCi, its member’s staff & volunteers will comply with all aspects of GDPR, they will not share data or information that falls under its policy (unless requested by recognised official authorities or law).

Safeguarding is a system to primarily prevent any issues of child abuse, it is not the role of the CSO or LSO to appoint blame or judgements until a full investigation has taken place although action should be taken to address the issue and put safeguards and corrective measures in place to protect children. Once an issue is raised and initial statements and information are gathered, it will generally be forwarded to the relevant authorities for advice on action. The categories of safeguarding are generally deemed as criminal acts that need to be concluded under law. Should a police investigation ensue, then this will take precedence.

The ORCi may share information regarding staff and volunteers between other member organisations upon request in line with GDPR for purposes of for example multiple organisation employment.

16. Further information

Further guidance can be accessed via the ORCi website at www.orci.co.uk.
For further information please contact us in confidence at:

ORCi Safeguarding lead: Andy Barnard

Email: safeguarding@orci.co.uk

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