

SECTION I

1.0 Foreword

The MSA and therefore the Vintage Sports-Car Club, have a moral and legal obligation to ensure that, when given responsibility for young people, coaches, instructors and volunteers provide them with the highest possible standard of care.

Through the implementation of the Child Protection Policy and Guidelines for the MSA, and the support of its coaches, instructors and volunteers, the MSA alongside a growing number of governing bodies, will maintain the professionalism and safeguards of good practice, which are associated with our sport.

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SECTION 3 – VSCC GUIDELINES AND ADVICE



THE VINTAGE SPORTS-CAR CLUB CHILD PROTECTION POLICY STATEMENT

3.1 POLICY STATEMENT

The VSCC has in place a Child Protection Policy for the support of its coaches, instructors and volunteers, and will maintain the professionalism and safeguards of good practice, which are associated with our sport.

The policy outlines the following key areas:

- It recognises the responsibility of all those involved in Motor Sport and associated activities (professional and volunteers) to safeguard and promote the interests and well being of the children and young competitors with whom they are working;
- It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people.
- It emphasises the value of working closely in partnership with other coaches, officials, parents, professionals and volunteers to protect children and young competitors from harm and discrimination;
- It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young drivers, coaches, instructors and all others working within Motor Sport.
- The Policy and Guidelines as agreed are seen as a live document, capable of being reviewed and amended according to need on an ongoing basis. For the sake of continuity and consistency, any review period other than that occasioned by changes in the enabling Act(s) should not be less than one year.
- The VSCC welcomes any written comments or suggestions regarding the Policy and Guidelines, and their application, at any time.

3.2 Introduction to Guidelines

These guidelines have been produced by the VSCC to help us take appropriate action to enable children and vulnerable adults to enjoy the sport of motor sport in all its disciplines, in a safe environment, within the context of the 'Standards for Safeguarding and Protecting Children in Sport' (CPSU2002).

They are designed to help you to decide what paperwork and systems, if any, your club should adopt. They can be copied, quoted and adapted for your own use.

3.3 Club Child Protection Officer

MSA clubs are required to identify a designated person to be titled the Club Child Protection Officer to handle child protection issues. Prior to appointment, this person will be required to undertake a Criminal Records Check (Enhanced level). This person must have a formal role on the club's management committee.

The nominated Child Protection Officer for the VSCC is M G Stripe, the Club Secretary and James Taylor is also trained in Child Protection Duties.

The Club Child Protection Officer acts as the first point of contact for anyone in the club (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children.

3.4 Protecting children from inappropriate behaviour

The MSA has been required to put a formal child protection policy in place since 2005. The VSCC adopts these policy and procedures. The Club has appointed a Child Protection Officer who is responsible for coordinating the Child Protection Policy and procedures in conjunction with the Child Protection Co-ordinator at MSA Head Office. The Club has:

1. Issued a policy statement that outlines our commitment to providing a safe place for children to take part and/or learn, and to preventing the abuse of children.
2. Instigated a code of practice and procedures governing how the club runs. This covers:
 - (i) Recruitment of staff or volunteers who will be in contact with children.
 - (ii) The prevention of abuse of children whilst at VSCC events
 - (iii) What to do if abuse is alleged/suspected to have occurred.

3.5 Basic Principles

The guidance given in the procedures is based on the following principles:

- The welfare of young people, (the Children Act 1989 defines a young person as under 18 years of age) and disabled adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

3.6 Good Recruitment Practice

As a general principle, recruitment of young people to work in paid or voluntary, full or part time positions must be with the full cooperation of parents or guardians who acknowledge and follow these guidelines in order to ensure that the issue of child protection covered in the Club's procedures so that both children and adult staff/volunteers are adequately protected. Abusers have great difficulty operating in a well-run organisation, with good quality management and training.

3.7 Recognising abuse

This section explains what child abuse is, how to recognise it and what to do if you have concerns.

3.7.1 What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

Physical abuse where adults or other children:

- Physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning).
- Give children alcohol, inappropriate drugs or poison.
- Attempt to suffocate or drown children.
- In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect includes situations in which adults:

- Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication).
- Consistently leave children alone and unsupervised.
- Fail or refuse to give children love, affection or attention.
- Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury.

Sexual abuse. Boys and girls are sexually abused when adults (male or female) or other young people use them to meet their own sexual needs. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling.
- Showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes.
- Sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse can occur in a number of ways. For example, where:

- There is persistent lack of love or affection.
- There is constant overprotection which prevents children from socialising.
- Children are frequently being shouted at or taunted.
- There is neglect, physical or sexual abuse.
- Emotional abuse in sport might also include situations where parents or coaches (instructors) subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

3.7.2 Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

3.8 How would I recognise if a child is being abused?

It is not always easy to spot when children have been abused even for the most experienced carers. However, some of the more typical symptoms, which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Sexually explicit language or actions.
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- The child describes what appears to be an abusive act involving him/her.

- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt).
- A general distrust and avoidance of adults, especially with whom a close relationship would be expected.
- An unreasonable reaction to normal physical contact.
- Difficulty in making friends or abnormal restrictions on socialising with others.

However, it is important to note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

3.9 Prevention of abuse

This section offers advice to organisations, instructors, volunteers and parents to ensure they do everything they can to protect children from abuse.

3.9.1 Good Practice Guide for Senior Officials

- Child abuse is a very difficult situation for senior officials. Having the right systems in place can help all concerned. Abusers have great difficulty operating in a well run organisation with good quality management and training.
- Plan the work of the club so as to minimise situations where the abuse of children can occur. Usually this involves taking some simple steps - see Good Practice examples in following section.
- Appoint a member to fulfil the role of Child Protection Co-ordinator (see section 10.0).
- Train staff and volunteers, line managers or supervisors, and policy makers in the prevention of child abuse.
- Give all staff and volunteers clear roles.
- Issue guidelines on how to deal with the discovery of abuse.
- If children tell senior officials about abuse, follow agreed procedures. Develop systems which allow children's complaints to be heard.

3.9.2 Good Practice Guide for Instructors/Volunteers/All Staff

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to the MSA.

3.9.3 Good Practice Guidelines

All personnel in sport should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within sport:

3.9.4 Good Practice means:

- Always working in an open environment (eg. Avoiding private or unobserved situations and encouraging an open environment (eg. No secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with performers (eg. It is not appropriate to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process

- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the MSA. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible (eg for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials/instructors work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB. However, same gender abuse can also occur).
- Ensuring that at tournament, championship or residentials, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to acting in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Awareness of any medicines being taken by participants, or existing injuries.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

3.9.5 You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded; always act.
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for your staff/ volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff/volunteers are sensitive to the child and undertake personal care tasks with the utmost discretion.

In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent/guardian; this includes hospitalisation. Such procedures would cover the organisation from accusations of neglect.

3.10 What to do if abuse is suspected/alleged to have occurred

If a young person informs you directly that he/she is being abused outside the MSA environment (ie. at home or some other setting away from the MSA) or through your own observations or through a third party you become aware of possible abuse outside the motor sport environment, you must REACT IMMEDIATELY (See section on 'Recognising Abuse'):

- Ensure the safety of the young person - if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- If available, contact the Club Child Protection Officer immediately who will follow the reporting procedures detailed below. If the Club Child Protection Officer is unavailable or cannot be contacted, the person that has concerns about a young person's welfare should follow the following procedures:

3.10.1 Reporting Procedures

- Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111.
- Make a full and factual record of events utilising the Incident Referral Form and forward a copy of the recorded information, as directed by the Social Services and/or Police, and also to the MSA Child Protection Officer at your respective Centre/Club and to the MSA Child Protection Coordinator at MSA Head Office.
- If the individual being accused is from within the MSA environment, the MSA Child Protection Coordinator will consider suspension of the individual concerned following contact with the Social Services or Police. The case will be referred to the MSA Child Protection Committee following completion of the Police/Social Services investigation.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with your Centre/Club Child Protection Officer or the MSA Child Protection Coordinator.

What should I do if there are allegations of abuse?

Always:

- Stay calm - ensure the child is safe and feels safe.
- Show and tell the child that you are taking what s/he says seriously.
- Reassure the child and stress that s/he is not to blame.
- Be honest, explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible after the event.
- Maintain confidentiality - only tell others if it will help protect the child.

Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigation.
- Take sole responsibility - consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

If I do something, might it make things worse?

Taking appropriate action if you are worried about abuse is never easy - it takes courage but it protects a young life.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse but in reality this rarely happens. However, one thing is certain - you cannot ignore it. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. The most serious effect is that children can and do die as a result of abuse. They can develop behavioural difficulties, problems at school, their development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

3.10.2 Recording information

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court.

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without "leading" the child.

The environment for recording information needs to be considered carefully. Try and ensure that you are in sight of another adult, but that your conversation won't be overheard. You also need to be careful about physical contact during an interview because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout.

3.11 Where can I get further help?

If you want to talk things through to gain some advice, you can phone the following 24 hour free telephone numbers. You do not have to give your name but it is helpful if you can.

NSPCC helpline:

Tel: 0808 800 5000 or Text 88858

www.nspcc.org.uk

ChildLine: 0800 1111

www.childline.org.uk

If you have had an allegation made against you, advice and support can be gained from the following sources:

Local Citizens' Advice Bureau:

Refer to Yellow Pages for contact details

MSA Head Office

01753 765000 (Allan Dean-Lewis, MSA Child Protection Coordinator)

Email: childprotection@msauk.org

Sportscoach UK (if a member):

0113 274 4802

www.sportscoachuk.org

3.12 Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

It is mandatory that all Club Child Protection Officers have access to and attend training in one of the following areas (some grant aid may be available from the British Motor Sports Training Trust to defray costs incurred by MSA Clubs in this respect):

- Child protection awareness (e.g. Sportscoach UK workshop on Good Practice and Child Protection/NSPCC Educare Programme)

It is recommended that all staff working with children should be up to date, or receive awareness training in the following additional areas:

- Child protection awareness (e.g. Sportscoach UK workshop on Good Practice and Child Protection/NSPCC Educare Programme)
- First Aid (eg NCF/BRC Emergency First Aid for Sport, St John or St Andrew's Ambulance first Aid qualifications).
- How to work effectively with children (e.g. Sportscoach UK workshops on Working with Children, Coaching Children and Young People, Responsible Sports Coach)
- Child-centred coaching styles (Sportscoach UK workshop Coaching Methods and Communication).

3.13 Guidelines for Use of Photographic Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all sporting organisations adhere to the appropriate guidelines given below:

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the Organisation's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoring as a coaching aid: there is no intention to prevent club coaches, instructors and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

4.0 CADET AND YOUNG MARSHALS

Following open review and the assessment of the perceived risks, this policy is regarded as 'best practice' in dealing with Officials who are aged 17 or under and who attend a MSA permitted motor sport event as a marshal. The policy make a distinction between those aged between their 13th and 16th birthdays and those aged between their 16th and 18th birthdays at the date of the event. A Cadet Marshal (Cadet) is presumed to be any young person acting as a marshal at a MSA permitted motor sport event who is between their 13th and 16th birthdays at the date of the event. No Official who is aged 13 or under will be permitted to sign on.

All marshals that are under 18 years of age must be signed on using an under 18 signing-on form, which must be countersigned by the marshal's parent or guardian. Should an under 18 signing-on form not be available at signing-on, then the parent or guardian must sign next to their entry on the standard signing-on form.

In cases where a parent or guardian is unable to attend the event, the young person may still attend with another adult provided that the adult has written authority from the young person's parent or guardian to act as a "temporary carer" for the duration of the event. The Under 18 Marshal Consent Form should be used to provide this authority and to delegate medical consent. Note that this form is valid for one named event only, but includes duties performed at multiple locations during that event – marshalling at a number of different events requires a form to be completed for each event. The named temporary carer must counter sign the signing-on form at the event. The parent/guardian or temporary carer in attendance at the event has the responsibility to ensure the adequate supervision of the young person throughout the event.

4.1 Policy for Cadet Marshals (*aged between their 13th and 16th birthdays at the date of the event*)

Cadet Marshals must be appropriately supervised by a parent/guardian or temporary carer when they are in any area other than a formal spectator area or in an area to which spectators have access. Cadet Marshals are not to be located in trackside positions at any type of event. Cadets are encouraged to undertake as many roles as practicable as long as they remain in the areas indicated. Cadet marshals who are aged 13, 14 and 15 will be accepted to work only in the Paddock, the Assembly Area, Parc Fermé or any other area which is recognised as not forming part of the race track (i.e. areas where vehicles are moving at less than 10mph and / or under the control of other Officials).

4.2 Policy for Young persons aged between their 16th and 18th birthdays at the date of the event

Young person's aged between their 16th and 18th birthdays may perform the duties as a marshal commensurate with their grade designation and level of experience. Signed on Officials with ages of 16 and 17 will be accepted subject to the following provisions:

Young Officials who are aged 16 and 17 will be accepted for work in the same areas as cadet marshals as above, plus, they will be accepted to work at a Marshals Post on the Bank provided that the Official in question NEVER comes forward of the first line of defence (i.e. the Armco Barrier) when competition traffic is on track or circulating. Further, any Official who is aged 16 and 17 is to be immediately removed by their supervisor from the vicinity of any serious accident to another place of safety.

4.3 Responsibility / Permission

The Young Official being accepted for duty is conditional upon the individual being under the DIRECT supervision of one of the following at ALL times:

- a. Parent
- b. Legal Guardian

- c. Another person (aged over 21) who is pre-nominated, in writing, by either a. or b. above
- d. The Official in question receives a valid counter-signature of one of the above at sign-on.

The VSCC will not accept responsibility for any Official aged 17 or under who does comply fully with the above and will not permit such persons to sign-on. Equally, VSCC Employed Staff are not permitted to accept any form of responsibility 'in loco parentis'.

MSA under 18 Marshal Consent Form Part 1 of 2

Young Person's name:

Organising club:

Organiser's contact details:

.....

Name of event:

Date of event:

Venue(s):

Meeting time and place:

Note: All activities will be undertaken in accordance with the MSA under 18 Marshal Policies. No responsibility for the personal equipment/clothing and effects can be accepted by the organisers, as MSA Motor Clubs do not provide automatic insurance cover in respect to such items. Personal accident cover is automatically provided by the MSA for all signed-on volunteer officials – full details can be found in the current MSA Yearbook

****Please keep this section for your own information, and return the section below to the organising club****

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MSA Under 18 Marshal Consent Form Club copy

(Part 2 of 2)

Please complete and return this section to:by:

Name of event:

Name of young person:

Young person's home contact details:

.....

Date of birth:

Name of adult to act as temporary carer: (if applicable)

Emergency contact: Tel:

I have read and understand the consent process requirements above and agree to the above named young person acting as a volunteer official on this event. Furthermore, where applicable, I agree that the above named adult may act as temporary carer (as referred to in the MSA Under 18 Marshal Policies) for the duration of the event.

If it becomes necessary for the above named young person to receive medical treatment, and I cannot be contacted to authorise this, I hereby give my general consent to any necessary medical treatment and, where applicable, authorise the temporary carer to sign any document required by the hospital authorities.

Note: The medical profession takes the view that the parent/guardian consent to medical treatment cannot be delegated. This is explicit in The Children's Act 1989. Thus, medical consent forms have no legal status and a doctor or nurse insisting on the consent of a parent/guardian to a particular treatment has the right to do so. However, it can be a comfort to medical staff to have general consent in advance from parents/guardians or to have a temporary carer on hand able to sign forms required by medical authorities.

Signed: (parent/guardian) Date:

Relationship to young person:

DUTIES OF CADET MARSHALS

The table provides examples of what areas and/or roles are generally considered appropriate for Cadet Marshals. This list is not exhaustive – actual duties which are considered appropriate will vary according to the nature, type and location of event, as will the nature of direct or indirect supervision required.

Discipline	More Suitable	Unsuitable
Race	Paddock Assembly Area Race Administration Timing Runner	Trackside (on post)
Rally & Cross Country	Arrival, service, re-group and main time controls Start-line, excluding “countdown marshal” Flying Finish (in protected position) Stop-line Radio Set-up and take-down of stage or control, ahead or following passage of competitive event	Start-line “countdown marshal” Fire marshal Flying finish (unless suitably protected) In stage marshal (unless well clear of stage) Spectator safety or control marshal
Speed (Sprints & Hillclimbs)	Paddock Assembly Area Start Area Administration Runner	Trackside (on post)
Kart	Paddock Assembly Area Dummy Grid	Trackside (on post) Live grid
Trials	Administration Paddock Section Start	Section marshal (unless well clear of section)
Rallycross & Autocross	Administration Paddock Assembly Area	Trackside (on post)
Autotests	Administration Paddock Line Judge (subject to being remotely located)	Start / Finish Box

CHILD PROTECTION – INCIDENT REPORT FORM

TO BE COMPLETED BY THE CLUB CHILD PROTECTION OFFICER



Name of club: _____

Date incident 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) (w)	(m) (w)
Email address:		

Child's Details:

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

Incident Details:

Location of incident (if relevant):	Date and time of incident:
Nature of the concern / allegation:	
Detailed information:	
Details of any observations made by you, or to you:	

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.

Actions taken so far:

Alleged Abuser's Details (if known):

Name:	
Date of birth / Age	
Male / Female:	
Relationship with child:	
Contact address:	
Telephone Number(s):	(m) (h)
Ethnicity:	
Disability:	

External Agencies Contacted:

Police	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, which:
Date and time:		
Name & Contact number		
Details of advice received:		
Social Services	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, which:
Date and time:		
Name & Contact number		
Details of advice received:		
Motor Sports Association	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, which:
Date and time:		
Name & Contact number		
Details of advice received:		
Other	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, which:
Date and time:		
Name & Contact number		
Details of advice received:		

I acknowledge that the details described are accurate to the best of my knowledge and will remain strictly confidential between the appropriate channels and myself.

Print name: _____

Signed: _____

Date: _____

SECTION 5 – MSA GUIDELINES AND ADVICE

5.1 Criminal Records Bureau

Whilst being able to access criminal records can be seen as a positive move for organisations in the private and voluntary sectors, it is important not to see it in isolation. The CRB has been set up to increase access to information, in order to help provide protection for children and vulnerable people against those who might wish to harm them. The aim is to make justifiable levels of information available to people responsible for recruitment decisions so that they can decide for themselves if someone has an unsuitable background. Checks can only be accessed via the MSA.

For further guidance contact Kevin Pay MSA Child Protection Co-ordinator, on 01753 765002 or e-mail childprotection@msauk.org

Criminal Records Bureau

Information line: 0870 90 90 811

Website: www.disclosure.gov.uk

5.2 Secure storage, handling, use, retention & disposal of disclosures

5.2.1 General Principles

As an organisation using the Criminal Records Bureau Disclosure service to help assess the suitability of applicants for positions of trust, the MSA complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has written policy on these matters, which is available to those who wish to see it on request.

5.2.2 Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

5.2.3 Handling

In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. The MSA maintain a record of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

5.2.4 Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

5.2.5 Retention

Once a recruitment (or other relevant) decision has been made, the MSA do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, the MSA will consult CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

5.2.6 Disposal

Once the retention period has elapsed, the MSA will ensure that any disclosure information is immediately destroyed by secure means, e.g. by shredding. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin). The MSA will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure. However, notwithstanding the above, they may keep record of the date of issue of a disclosure, the name of the subject, the type of

disclosure request, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

5.3 Recruitment of Ex-offenders (MSA Policy)

The MSA is committed to the fair treatment of its staff, potential staff, licensed officials or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background and we have a written policy on the recruitment of ex-offenders. We welcome applications from a wide range of candidates, including those with criminal records.

We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested where one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms and associated documentation will contain a statement that a disclosure will be required.

We ensure that all those in the MSA and its agents who are involved in the process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.

We make every subject of a CRB disclosure aware of the existence of the CRB code of practice and make copy available on request.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position when reviewing any appointment held.

Having a criminal record will not necessarily bar you from holding an appointment. This will depend on the nature of the position and the circumstances and background of your offences.

5.4 Reinstatement and Aftermath

Reinstatement. Irrespective of the findings of the Social Services or Police Enquiries, the MSA Child Protection Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the MSA Child Protection Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. **IN ALL CASES THE WELFARE OF YOUNG PEOPLE SHOULD ALWAYS REMAIN PARAMOUNT.**

5.4.1 Aftermath. Consideration should be given about what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource. (The British Association of Counselling Directory is available from the British Association of Counselling, 1 Regent Place, Rugby, CV21 2PJ. Tel 01788550899. Fax 01788 562189. Email: bac@bac.co.uk . Internet: <http://www.bac.co.uk> . Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

5.5 Complaints Procedure

Any individual or organisation wishing to make a complaint against an MSA coach, official/competitor, within the context of the Child Protection Policy should follow the procedure below:

- Report the matter to the employer of the person concerned and to the MSA Child Protection Coordinator. (NB. Employer in this instance refers to the parent club/organisation at which the event is taking place).
- Complaints that refer to the protection of children should be dealt with in accordance with the procedures laid down in the MSA Child Protection Policy.

5.6 Geographical variations

The MSA Policy has been written as an umbrella document for universal application across the United Kingdom and its British Islands. However, it is acknowledged and understood that different legislatures may impose varying interpretations and indeed content to the requirements of the Children Acts specifically for England and Wales.

In such cases, the requirements of the MSA Child Protection Policy should be viewed as a minimum requirement, and it is the responsibility of the individual Associations and Clubs concerned to ensure that they additionally comply with any supplementary requirements of child protection legislation generally across the UK.