

BRITISH WOMEN RACING DRIVERS CLUB

Founded in 1962 by Mary Wheeler MBE

President: Lorina McLaughlin

Vice Presidents: Louise Aitken-Walker MBE,
Divina Galica MBE, Ian Titchmarsh, Susan TP-Jamieson

Chair: Helen Allen Secretary: Sue Connikie Treasurer: Yve Rivers-Fletcher



British Women Racing Drivers Club: Child Safeguarding Policy and Procedure

Version	Author – person responsible for maintenance	Revision date	Summary of Changes	Endorsed by Club Committee
V 0.1	Helen Allen	Feb 2026	Annual review – no changes required.	Feb 2026
This policy will be reviewed annually or when there is a legislative change or review due to lessons learnt or best practice guidance				



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British Women Racing Drivers Club: Child Safeguarding Policy

Introduction

The British Women Racing Drivers Club (BWRDC) aims to

- To watch over the interests of Members
- To encourage the promotion of girls and women in motorsport
- To encourage novices and newcomers to the sport
- To require all Members to maintain a high standard of driving & sporting behaviour
- To arrange social and other meetings
- To afford Members such benefits and privileges as it may be possible to arrange

BWRDC is committed to Safeguarding children in line with national legislation and relevant national and local guidelines.

We will safeguard children by ensuring that our activities are delivered in a way which keeps all adults safe.

BWRDC is committed to creating a culture of zero-tolerance of harm to children which necessitates: the recognition of children who may be at risk and the circumstances which may increase risk; knowing how child abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

BWRDC is committed to best safeguarding practice and to uphold the rights of all children to live a life free from harm from abuse, exploitation and neglect.



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Our statement

BWRDC acknowledges our legal and moral duty of care to safeguard and promote the welfare of children and we are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Motorsport UK requirements.

BWRDC believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

BWRDC is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

BWRDC acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all children involved.

BWRDC recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

BWRDC that there is a legal framework within which sports need to work to safeguard children who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by BWRDC will be consistent with the principles of child safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

Have a positive and enjoyable experience of sport at BWRDC in a safe and child centered environment.

Are protected from abuse whilst participating activities provided by BWRDC



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Our Policy

Policy Principles

- ✓ The welfare of the child is paramount
- ✓ All children, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection
- ✓ Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a child is at risk of harm
- ✓ Children, volunteers, and staff involved in child protection issues will receive appropriate support
- ✓ Staff and volunteers with roles and responsibilities for children and young people will be subject to appropriate safe recruitment checks and safeguarding training
- ✓ Motorsport UK staff and volunteers of our organization will receive appropriate learning and training opportunities to ensure they can make informed and confident responses to safeguarding issues
- ✓ Motorsport UK is committed to providing a safe and positive environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

Policy Aims

- To provide all staff and volunteers with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To promote consistent good practice
- To demonstrate our organisation's commitment to safeguarding children

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as requirement by the local safeguarding partnership, UK Sport and/or home country sports councils and Motorsport UK
- as a result of any other significant change or event



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Our Club Commitment

BWRDC will:

- Comply with this policy and supporting guidance from the Motorsport UK Child Safeguarding Policy.
- Appoint one or more CSO(s) who must be licensed with an in date Enhanced DBS by Motorsport UK (no older than 3 years processed via the Motorsport UK system).
- Ensure that all paid and non-paid workers have an enhanced barred list DBS certificate (no older than 3 years processed via the Motorsport UK system).
- Prominently display Motorsport UK'S Club Safeguarding Officer Profile poster with relevant/current names and contact detail in suitable visible locations around venue/s.
- On event day the Club's signed Safeguarding Code of Conduct must be prominently displayed at the signing on area.
- Provide ongoing support for the CSO(s) and ensure they are included in all Group communications
- Require CSO to present a 3 monthly Safeguarding Report to include anonymized safeguarding data to identify trends, assess risk and develop practice following lessons learnt and to ensure the Group's governance are informed of all relevant Safeguarding activity.
- We will ensure to include the LADO and NSPCC information within our documentation/posters/websites.

Contact details

Our Club Safeguarding Officer

Name: Helen Allen

Tel: 07790781295



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Protocol to follow if someone discloses to you

It takes a lot of courage for anybody to disclose that they are being abused and there are even greater blocks for children and young people. If a child talks to a member of staff about anything that indicated a potential risk to their safety or wellbeing, the staff member will, at the appropriate time, let the child know that in order to help them must pass the information on to someone who can help or advise.

During the conversation with the child, you should:

- Allow them to speak freely
- Remain calm and not overreact
- Give reassuring nods or words of comfort
- Not be afraid of silences
- Under no circumstances ask investigative questions
- Do not automatically offer any physical touch as comfort. If the child is upset and initiates the contact themselves, this should be recorded and reported.
- Tell the child what will happen next
- Report verbally to the CSO themselves
- Provide reassurance
- Complete a written record as soon as possible and hand to the CSO. If you do not feel comfortable referring to the CSO you can refer directly to Motorsport UK's Safeguarding Team.

TAKING APPROPRIATE ACTION



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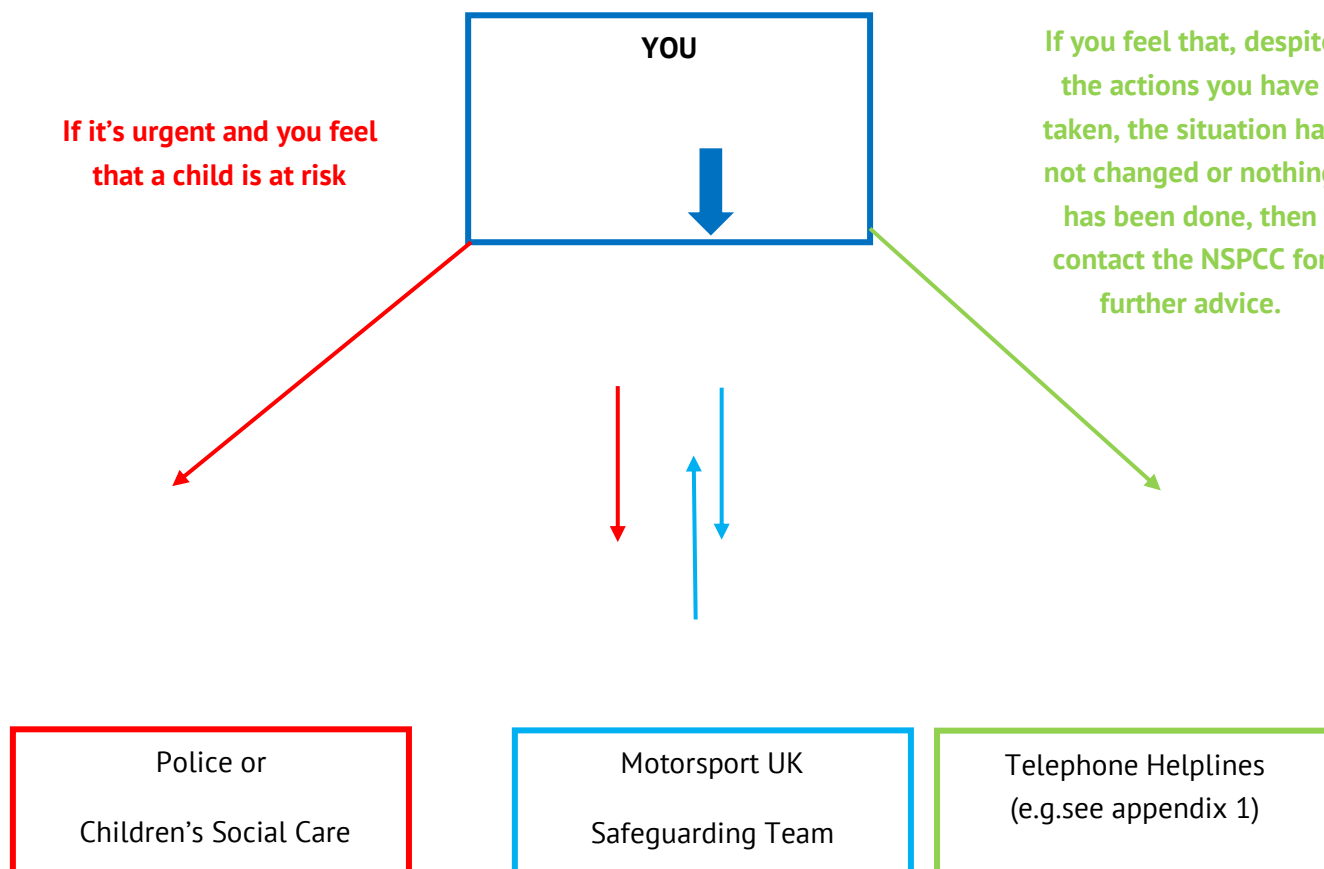
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Safeguarding Concern/Incident Reporting Form

If you are not a Club Safeguarding (CS)) and you do not feel comfortable reporting a concern to a CSO please complete this form and sent it to Motorsport UK via the details at the bottom of this document.

If an individual is at an immediate risk of harm, please report to the police and/or Children's Services or the Local Authority Designated Officer before informing Motorsport UK Safeguarding team via safeguarding@motorsportuk.org.



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Date of Referral				Guide notes	
Date of incident	Incident 1.		Incident 2.	If your concern relates to more than one incident or concern that have taken place over a period of time, please specify here.	
	Incident 3.		Incident 4.		
Previous concerns	Yes	No	Details -		If you are aware of previous concerns raised about this individual please add this here.
Referrer details	Name			Please give details of your position within the club if applicable, such as Club Safeguarding Officer.	
	Club				
	Role				
	Contact number				
Referral to external agencies				Please include details of any referral you have made to external agencies such as Police/ Local Authority Designated Officer.	
Who is this report about?	Child's welfare/safety		Yes	No	Please highlight the relevant responses, giving as much information as you have available.
	Adult's welfare/safety		Yes	No	
	Adults behaviour toward a child or vulnerable adult		Yes	No	
Child's details	Name		D.O. B		If your concern relates to more than one person, please be specific about



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Motorsport ID number			Club / Team			who they are and whether they have specific needs such as any disabilities, special educational needs or additional vulnerabilities.
Address						
Parent/carer details	Name					Complete multiple forms if required.
	Is parent/carer aware of concern?			Yes / No		
	If yes have they consented to sharing information for safeguarding purposes?			Yes / No		
	Contact number					
Child's family						Please give details of any further family members e.g. Mother, father, Carer/Guardian, siblings.
Adult's name			D.O. B			Please highlight the relevant responses, giving as much information as you have available.
Are they aware of this referral	Yes	No	If yes do they consented to sharing information for safeguarding purposes?		Yes	
Motorsport ID number			Club / Team			
Address						



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Contact number				
Adult whose behaviour toward a child or vulnerable adult is of concern				
Adult's name		D.O. B		Please insure you inform us of all relevant details.
Are they aware of this referral?	Yes	No		
If yes, please give details of all communication / actions taken regarding concern				Please include their role (competitor/team, driver coach/Motorsport UK Official)
Role in motorsport				
Motorsport ID number		Club / Team		
Address				
Contact number				



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How do you know
about the concerns
you are reporting?

You might have;

directly witnessed an incident of concern, someone may have informed you of it, a child may have disclosed to you that they are being abused.

Please state who and in your own words describe how you have received this information.

If you have received a written report please ensure it is made available with this form.

Details of your
concerns

When a concern is raised, you should not embark upon an internal investigation.

This means that in the initial stages, there is no need to gather statements or interview anyone.

If possible please establish / include information to enable us to complete an initial



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		assessment of your concern. If possible tell us the following information: • What has happened • Where it happened • When it happened • Who is involved, and who did what • Why did it happen Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what.
Has the club taken any action to manage this incident?		Who have you have spoken to about this matter; has it been reported to the Club Safeguarding Officer? Anything else you think might be relevant.



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Are you aware of any
other evidence which
is relevant to your
concerns?

This might include
photographs, video
footage or screenshots. Or
you may be aware that an
injured person has seen a
doctor or been to hospital
to seek medical help. You
can use this box to tell us
about any other
information which you
think might be relevant.

Please send this form password protected to safeguarding@motorsportuk.org.

If you wish to discuss your concern in before submitting it, please call the Motorsport UK
Safeguarding Case Manager on:

T: +44 (0) 1753 765071

M: +44 (0) 7519 801674

Please ensure that this form is kept secure and confidential at all times



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Sharing of information

Sharing information with the right people is central to good practice in safeguarding. When sharing information there are six golden rules that should be always followed:

1. Seek advice if in any doubt
2. Be transparent – The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest; base all decisions to share information on the safety and wellbeing of that person or other who may be affected by their actions.
4. Share with consent where appropriate. Where possible, respond to the wishes of those who do no consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record; record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure; ensure all information shared is accurate, up-to-date, necessary and share with only those who need to have it.

Our Safeguarding Code of Conduct

BWRDC is committed to creating a safe and welcoming environment for all our members and participants. The below highlights the basic standards and expectations of all involved in our club, with the primary aim to create and promote a safe and friendly environment for the children at our club to thrive in. Please read the code of conduct below and if you have any questions, please contact:

Helen Allen

Tel: 07790781295

Email: helenallen3437@gmail.com



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1. **I will** treat everyone with respect inline with Motorsport UK's *Race with Respect* code
2. **I will** set a good example by conducting myself appropriately
3. **I will** maintain a child/adult at risk focused approach and where possible involve them in decisions that may affect them
4. **I will** encourage positive, respectful and safe behaviour by all
5. **I will** be alert to changes in children/adults' at risk behaviour and to signs of possible indications of abuse, neglect and exploitation
6. **I will** recognise that challenging behaviour may be an indicator of abuse
7. **I will** be aware that the personal and family circumstances of some children/adults and other issues of diversity (including disability and communication/learning differences) may lead to an increased risk of abuse
8. **I will** share all concerns about a child's safety and welfare to the Club Safeguarding Officer or Motorsport UK's safeguarding team without delay or if necessary, directly to police
9. **I will** place the safety and welfare of all competitors above the value of winning
10. **I will** promote an environment where poor practice is challenged and reported
11. **I will** familiarise myself with the role of a Club Safeguarding Officer and how to contact them.

Once you have read and understood the code of contact, please sign and date below to indicate that you agree to these terms. I understand that if I do not follow the code, I may be subject to disciplinary action such as:

- | | |
|-------------------------------|-----------------------|
| - Verbal warning | - Written warning |
| - Required to attend training | - Suspended from club |

Name: Helen Allen

Signature: _____

Date: 15/02/2026



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Relevant Legislation – Child Safeguarding

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

England -

The Children Act 1989

Children Act 2004

Children and Social Work Act 2017

Working together to Safeguard children 2018 (Department for Education)

What to do if you're worried a child is being abused: advice for practitioners 2015 (Department for Education)

Mandatory reporting of female genital mutilation 2016 (Home Office)

Wales –

The Social Services and Well-being (Wales) Act 2014

Children Act 1989

Children Act 2004

Rights of Children and Young Persons (Wales) Measure 2011

All Wales Practice Guides on safeguarding children.

Scotland -

Children and Young People (Scotland) Act 2014

National Guidance for child protection in Scotland 2021b (Scottish Government)

The Children (Scotland) Act 1995



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United Nations Convention on the Rights of the Child (Scotland) Bill.

Getting it right for every child (GIRFEC) 2021a (Scottish Government)

National action plan to prevent and tackle child sexual exploitation 2016b (Scottish Government)

Northern Ireland –

The Children (Northern Ireland) Order 1995

Safeguarding Board Act (Northern Ireland) 2011

Children's Services Co-operation Act (Northern Ireland) 2015

Co-operating to Safeguard Children and young people in Northern Ireland 2017 (Department of Health)

Children and Young People's Strategy 2020-2030, 2021 (Department of Education)

Revised regional core child protection policies and procedures for Northern Ireland 2018 (Safeguarding Board for Northern Ireland)

Club Safeguarding Officer Profile and Contact details

Name: Charlotte Phelps

Tel: 07833572021

Motorsport UK Safeguarding Department

Email: safeguarding@motorsportuk.org

Phone: 01753 765000 – ask for safeguarding team



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Motorsport UK Relevant Safeguarding Documentation

Policies

Motorsport UK Child Safeguarding Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport UK Social Media Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport UK Anti-bullying Policy

<https://www.motorsportuk.org/resource-centre/>

Motorsport Recording and Retention of Safeguarding Records Policy

<https://www.motorsportuk.org/wp-content/uploads/2020/08/2021-03-17-Motorsport-UK-Rentention-of-Safeguarding-Policy.pdf>

A full list of Motorsport UK Safeguarding policies can be located here:

<https://www.motorsportuk.org/the-sport/policies-guidelines/safeguarding/>

Useful Resources

National Society for the Prevention of Cruelty in Children (NSPCC)

The NSPCC website can be used as a hub for resources and guidance relating to safeguarding and child protection. The link below takes to you their learning page which includes a wide range of educational materials available free to the public for you to choose from.

<https://learning.nspcc.org.uk/safeguarding-child-protection>

Child Protection in Sport Unit (CPSU)

The CPSU has a more in depth focus on child protection and safeguarding within a sporting environment. Their website includes many brilliant tools for parents, organisations, volunteers competitors and many more which can help develop everyone's understanding of how to protect and safeguard young people.



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<https://thecpsu.org.uk/>

Working Together to Safeguard Children

The Government publication to safeguard children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Safe CIC

This page includes links to all safeguarding children boards

<https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links>

NHS Safeguarding App

This app is for healthcare professionals, carers and citizens which provides 24-hour mobile access on up-to-date legislation and guidance across safeguarding topics.

<https://www.england.nhs.uk/safeguarding/nhs-england-safeguarding-app/>

Useful Materials

How can sport safeguard children

<https://thecpsu.org.uk/resource-library/videos/how-can-sport-safeguard-children/>

Responding safely to a concern

<https://thecpsu.org.uk/resource-library/webinars/responding-safely-to-a-concern/>

Protecting children from grooming and sexual abuse

<https://thecpsu.org.uk/resource-library/best-practice/protecting-children-in-sport-from-grooming-and-sexual-abuse/>



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