

Safeguarding Policy

1.0 FOREWORD

Motor racing provides an excellent opportunity for children and young people to learn new skills, become more confident and maximise their own unique potential. Children and Young People have a lot to gain from Motor racing. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Club members play an important role in promoting good practice for Children and Young People in Motor racing.

The MRA acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the requirements laid out by Sport NI.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, culture, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

- have a positive and enjoyable experience of motor racing events in a safe and child centred environment.
- are protected from abuse whilst participating in MRA events or outside of the activity.

All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

As defined in the Children's (NI) Order 1995 anyone under the age of 18 years should be considered as a child for the purposes of this document.

Motorcycle Racing Association has a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

Through the implementation of the Safeguarding Policy and Guidelines for off- road motorcycle sport and the support of its officials/volunteers, will maintain the professionalism and safeguards of good practice, which are associated with our sport.

This policy outlines the following key areas:

- It recognises the responsibility of all those involved in Off- Road Motorcycle Sport (officials 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 emphasizes the value of working closely in partnership with other officials, parents, 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 competitors and all others working within Off- Road Motor Cycle Sport.

Governing Body.

Designated Safeguarding Children Officer (DSCO).

All paperwork can be had by going onto our Safeguarding Children policy or by contacting the M.R.A. Designated Safeguarding Children Officer (DSCO).

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2. INTRODUCTION

SAFEGUARDING OR CHILD PROTECTION?

The term 'safeguarding' is more appropriate for the work/role of the MRA as it reflects the wider responsibility for health, safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as: **Doing everything possible to minimise the risk of harm to children and young people.**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- Ensuring coaches/instructors are properly checked when they are recruited to a regulated Activity position
- Guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe
- Guidelines for planning an event or activity with children and putting measures in place to minimize the risk of safeguarding issues occurring.

These guidelines are to help the MRA and their associated clubs take appropriate action to enable children and vulnerable adults to enjoy the sport of off-road motorcycle sport in all its disciplines, in a safe environment.

3. PROTECTING CHILDREN FROM INAPPROPRIATE BEHAVIOUR

Many funding bodies now require organizations to have a working Safeguarding Policy and Procedures as such; Motorcycle Racing Association is required to put a formal Safeguarding policy in place; how-ever it also has a moral obligation to ensure that young people and vulnerable adults who are involved in activities run through its associated clubs are protected from inappropriate behaviour. Our associated clubs should use this Safeguarding Policy and its procedures. In addition, the MRA and their Associated Clubs with youth members are required to appoint a Designated Safeguarding Officer who will take the lead for coordinating the implementation of this Safeguarding Policy and procedures at a club level. Though the responsibility for implementation and communication remains with the full board.

ASSOCIATED CLUBS ARE ADVISED TO TAKE THE FOLLOWING STEPS

1. Adopt the MRA codes of conduct herein for:
 - Officials/Volunteers
 - Children/young people
 - Parents
2. Adopt a policy statement. This will state your commitment to providing a safe place for children to take part and/or learn, and to preventing the abuse of children.

POLICY STATEMENT

Motorcycle Racing Association (Ireland Ltd) Policy Statement on Safeguarding is as follows:

We believe that Good Practice for our governing body and associated clubs is as follows:

1. *The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in off-road motor sport – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from off-road motor sport. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Off-Road Motor sport provides an excellent opportunity for children to learn new skills, become more confident and maximize their own unique potential. We will place the needs of the child first and winning and competition second.*
2. *The underlying principles with respect to Safeguarding are that:*
 - *The child's welfare is the first consideration.*
 - *All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.*
 - *Children and young people must be treated with integrity and respect.*
 - *Children and young people's programmes and competitions will be relevant to their ages and stages of development.*
3. *We:*
 - *aim to create an enjoyable environment, where young people have the right to be safe, secure and free from threat,*
 - *acknowledge that young people have the right to be treated with respect and for their concerns to be listened to and acted upon,*
 - *aim to ensure that junior members have specific programmes designated for them, with adequate supervision,*
 - *Are committed to ensuring that volunteers, who are involved with children, complete a Club Registration Form, sign our Code of Conduct and complete a Self-Declaration Form in relation to safeguarding.*
 - *provide clear, comprehensive, easily understood procedures for dealing with*
 - *allegations of abuse*
 - *requests for help and support on a confidential basis,*
 - *are committed to an equitable recruitment selection policy for coaches/instructors' who are involved with children*
 - *Always emphasise fair play*

5. BASIC PRINCIPLES

- The welfare of young people, (the Children (Northern Ireland) Order [1995] defines a young person as under 18 years of age) is the primary concern.
- All young people, whatever their age, culture, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background 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.

Code of Conduct for Coaches/Volunteers

Coaches/volunteers are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Actively encourage all children and not to discriminate on the grounds of religious beliefs, race, gender, sexual identity social classes or lack of ability.
- Not allow any bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the MRA and clubs at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed unless to do so would put a child at further risk.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Ensure they maintain healthy, positive and professional relationship with all young people.
- Coaches and others in positions of authority and trust in relation to young people aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Report accidents or incidents of alleged abuse to the designated officer.
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not harm members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined/committed/time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Protect themselves from false accusation by
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys.
 - Never taking children to their home.

Coaches/Volunteers have a right to:

- Access ongoing training and information on all aspects of leading/managing activities for youths on safeguarding.
- Support in the reporting of suspected abuse
- Access to professional support services
- Fair and equitable treatment by the Governing Body
- Be protected from abuse by children/youths, other adult members and parents
- Not to be left vulnerable when working with children

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated safeguarding children officer at the appropriate level. Persistent breach of the code by the volunteer will result in dismissal from the club or in the case of officials or coaches by the governing body.

Dismissals can be appealed by the individual to the club appeals committee. A final appeal can be made to the officers of the Motorcycle Racing Association.

Code of Conduct for Children/Young People

Children are expected to:

- Keep within the defined boundary of the instruction/coaching/race area.
- Behave and listen to all instructions from the coach/instructor/clerk of course.
- Take care of equipment owned by the club.
- Refrain from the use of bad language or racial/sectarian/homophobic/sexist references.
- Refrain from bullying.
- Show respect to other youth members and leaders
- Keep themselves safe
- Report inappropriate behaviour or risky situations for youth members
- Participate fairly
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat
- Not use violence

Children/Young people have the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy their sport in a protective environment
- Be referred to professional help if needed
- Be protected from harm by other members or outside sources.
- Experience competition and the desire to win
- Be taken seriously if they have a concern
- To ask for help

Any misdemeanours and general misbehaviour will be addressed by the immediate coach/clerk of course and reported verbally to the designated safeguarding children officer at the appropriate level. Persistent misbehaviour will result in dismissal from the club. Parents will be informed, and the matter reported to the MRA.

Dismissals can be appealed by the child/parent to the club committee.

A final appeal can be made to the officers of the Motorcycle Racing Association.

Code of Conduct for Parents

Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation with the club and held by the MRA. There is a **legal requirement** for parental consent.
- Deliver and collect the child punctually to and from sessions
- Ensure their child is properly and adequately attired for the weather conditions of the time.
- Ensure that proper equipment is worn at **ALL** times in accordance with Motorcycle Racing Associations Regulations. Any child not in possession of these requirements will not be permitted to participate
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach / MRA prior to coaching/race sessions

- One of the parents must be present at all times during participation of child.
- Encourage their child to participate within the rules and teach them that they can only do their best
- Behave responsibly in spectator areas
- Show appreciation and supporting the coach/ race officials
- Ensure their child is punctual
- Be realistic in their expectations of their child
- Provide their child with proper clothing and equipment
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgment
- Acknowledge the importance and role of the MRA coaches who provide their time free to ensure children's participation in club events/sessions
- Promote their child's participation in off-road motorsport for fun

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching/supervision etc.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a club or MRA official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend events/sessions if their attendance is detrimental to any child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the club officials regrettably asking their child to leave the club.

7. GOOD RECRUITMENT PRACTICE

As a general principle, if a good recruitment policy is adopted by organizations for voluntary workers and the issue of safeguarding is given prominence, both children and staff/volunteers should be adequately protected.

The protection of children from harm must be a primary consideration in developing a thorough method of recruiting and managing volunteers.

Those who may wish to harm children have greater difficulty operating in a well-run organization, with good quality management and training.

Applicants to posts working with children (those in regulated activity) will be asked to completed an AccessNI Enhanced check which is verified through an ID check.

MRA will ensure that:

- The role is clearly defined: skills required personal traits etc.
- All new officials/ volunteers working with children or young people **if required** must complete an application form and a self-declaration form stating that there is no reason why they would be considered unsuitable for the post. In particular new potential volunteers should declare

any past (including spent) criminal convictions that are not subjected to filtering and cases pending against them (**see appendix 2**)

- Volunteers and officials are trained (**if required**) and supervised. (ref: Safeguarding training practice)
- All officials/volunteers agree to abide by the club's Safeguarding Policy.

8. PROTECTION OF CHILDREN – ACCESS NI

Access NI enables the MRA to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas such as working with children or vulnerable adults. Access NI operates under the provisions of Part V of the Police Act 1997.

The Access NI check is **only be used as part of an overall recruitment policy**. It provides the MRA with one means of checking about an individual seeking work with children. It is designed to be an information service which provides an individual safeguard which complements and strengthens staff/volunteer recruitment and selection procedures. The use of Access NI by the MRA has a deterrent effect but should never be relied upon to screen out all those who may wish to harm children. It is not a fool-proof guarantee of suitability. AccessNI helps make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas such as working with children or vulnerable adults. Access NI

9. GOVERNING BODY DESIGNATED SAFEGUARDING CHILDREN'S OFFICER AND CLUB SAFEGUARDING OFFICERS

The MRA of Off-Road Motorsport and associated clubs must have a designated safeguarding children's officer (DSCO) who is responsible for promoting good practice and coordinating any response to concerns about the protection of children. Prior to appointment, this person will be required to undertake an Access NI check. This person must have a formal role on the club's committee and will be referred to as the 'Designated Safeguarding Children Officer.' (DSCO)

This DSCO will require support from his/her club, and access to club DSCO training facilitated by Sport NI.

The DSCO will be child centred in focus and should have as his/her primary aim the establishment of a child centred ethos within the organization. S/he is the link between members of the public, volunteers and statutory agencies. S/he also takes responsibility for monitoring and reporting to the MRA/club on how organization policy etc. impacts on children and their staff The MRA DSCO should have the following functions:

- To promote awareness of the Safeguarding Policy within the organization and particularly among the children and their parents/guardians.
- To act as an advisory resource to volunteers on best practice on working with children
- To encourage the involvement of parents/guardians in the MRAs activities and co-operate with parents/guardians in ensuring that each child enjoys his/her involvement.
- To see that children know how to make concerns known to appropriate adults or agencies. Information disclosed by a child to a DDSCO or any other adult within the sport should be dealt with in accordance with this policy.
- To report regularly to the MRA Officers.
- The promotion of values, attitudes and structures which make activities enjoyable for children

- The MRA DSCO should advise and co-ordinate training for others The MRA DSCO must ensure the widespread dissemination of the MRA Safeguarding Policy and the publishing of related education programmes, materials and events.
- Make personal contact with the relevant personnel in the Statutory Authorities when required.
- Familiarization with the Safeguarding Policy to ensure s/he can act as an information source to other members of the organization.
- Commitment to attendance at training as required in order to act as a resource to members in relation to children's needs
- React appropriately to information from Club DSCO's observations and notes relating to dates, times, locations and contexts in which an incident occurred, or suspicion was aroused, together with any other relevant information.
- If unsure whether reasonable grounds for concern exist or not, s/he should formally consult with the local Social Services. S/he will be advised whether or not the matter requires a formal report.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover. Ensure that an individual case record is maintained of the action taken by the MRA, the liaison with other agencies and the outcome.
- When reporting suspected or actual child abuse to the Statutory Authorities, the DSCO should first inform the family of their intention to make such a report. **Unless doing so would endanger the child or undermine the investigation.**

Each club should designate one or more members to the role of DSCO. This person's will act as a local/club contact and act purely on behalf of his/her own club. She/he will liaise with the MRA DSCO and will refer all matters to this/these person(s) in the event of a safeguarding incident.

The Club DSCO will have responsibility for ensuring:

- that all recruitment and selection of new volunteers who will work with young people, is properly carried out in accordance with this policy
- that Access NI checks are carried out (and ID verification)
- that policy is adhered to by using the correct (supplied) forms
- that sensitive information is kept confidential and safe
- that codes of conduct are adhered to by volunteers, young people and parents alike
- that all incidents and accidents are recorded appropriately and are dealt with properly and in accordance with guidance.

Neither the MRA DSCO nor the Club DSCO have the responsibility of investigating or validating child protection concerns within the organization and have no counselling or therapeutic role. The Statutory Authorities fill these roles.

Under no circumstances should a child be left in a dangerous situation pending intervention by the statutory authorities, but advice should be sought on the appropriate next steps. The current DSCO is:

10. TRAINING

Checks are only part of the process to protect children from possible harm or abuse.

Appropriate training will enable individuals to recognize their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Safeguarding Children & Young People in Sport (SCYPS)

Validation period: Volunteers should complete training within 3 months of taking up their role and refresh their safeguarding knowledge every 3 years.

Expected attendees: any person working with, interacts with or who is involved in the planning/administration of activities or events with young people

Renewal: Safeguarding C&YP certificate may be renewed by attendance at Safeguarding C&YP (face to face workshop) or Safeguarding Refresher (e-learning module) in line with MRA recommendations

Safeguarding Refresher (either e-learning module available from Sport NI <http://courses.sportni.net/> or Sport Ireland <https://elearning.sportireland.ie/login/index.php> as both online programmes cover learning about practice in both jurisdictions)

This is a free course aimed primarily at those who have previously attended a Sport Northern Ireland Safeguarding Children and Young People in Sport three hour, face to face workshop or equivalent. Individuals may want to refresh their knowledge or are required to do so by their sport's governing body.

Validation period: every 3 to years

Expected attendees: any person having previously completed Safeguarding C&YPS workshop. This course can also be beneficial for parents and for all roles with regular responsibility for children this course can be a useful precursor to a face-to-face workshop.

11. PREVENTION OF ABUSE AND GOOD PRACTICE

This section offers advice to organizations, volunteers and parents to ensure they do everything they can to protect children from harm or abuse.

Good Practice for Senior Officials

- Child abuse is a very difficult and often emotional situation for volunteers to deal with. Having the right systems in place can help all concerned. Those who wish to harm children have great difficulty operating in a well run organization with good quality management and training.
- Plan the work of the club so as to minimize situations where harm to children can occur. Usually this involves taking some simple steps - see Good Practice examples in the following section.
- Appoint a member to fulfil the role of DSCO (see section 9).
- Give all volunteers clear roles.
- Issue guidelines on how to deal with the discovery of abuse or poor practice.
- If children tell senior officials about abuse, follow agreed procedures. Develop systems that allow children's complaints to be heard.

Code of Conduct for Volunteers. 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, 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 Club Designated Safeguarding Children Officer (DSCO) in the first instance and then to the MRA DSCO.

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

Good Practice means:

- Always working in an open environment (e.g. Avoiding private or unobserved situations and encouraging an open environment (e.g. No secrets)
- Treating all young people 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 young competitors
- Building balanced relationships based on mutual trust
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly. Young people should always be consulted and their agreement gained. Parents' views should also be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance in sport
- Involving parents wherever possible (e.g. for the responsibility of their children in changing areas). If groups have to be supervised in changing areas, always ensure parents//coaches/officials/instructors work in pairs.
- Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female leaders. (NB. However, same gender abuse can also occur).
- Ensuring that at away events, 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 adults with a disability - avoiding excessive training or competition and not pushing them against their will.
- 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.

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 volunteers to do things of a personal nature for children, particularly if they are very young or have a disability. 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 tasks with the utmost discretion for example help with dressing or application of medication.

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 hospitalization. Such procedures would cover the organization from accusations of neglect.

12. RECOGNISING ABUSE

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

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 from adults or other children:

- Physically hurt or injury to children (e.g. by hitting, shaking, squeezing, biting or burning).
- Give children alcohol, inappropriate drugs or poison.
- In sport situations, physical harm might 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.
- In a sports situation a coach may be neglectful if they fail to ensure children are safe or expose 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 (known as harmful sexual behaviour) use them to meet their own sexual needs. This could include:

- The misuse of 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:

- 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.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature. May include;

- Forced involvement in criminal activity
- Having unexplained cash or new gifts

Bullying Behaviour

The Northern Ireland Anti-Bullying Forum (www.endbullying.org.uk) defines bullying as the repeated behaviour that intentionally hurts, harms use of power, by one or more persons, intentionally to harm, hurt or adversely affect the rights or needs of another or others.

It can take many forms, but the three main types are;

- Physical (e.g. hitting, kicking, theft)

- Verbal (e.g. racist or sectarian remarks, threats, name-calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of his peer group).

The person displaying the bullying behaviour may often be another young person.

HOW WOULD I RECOGNISE IF A CHILD WERE 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 socializing 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.

Grounds for Concern

Consider the possibility of child abuse if there are reasonable grounds for concern. Reasonable grounds for concern (adopted from the Area Child Protection Committee's Regional Policy and Procedures) exist when there is:

- A specific indication from a child that s/he has been abused
- An account by a person who saw the child being abused
- Evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way
- An injury or behaviour which is consistent both with abuse and with an innocent explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour

- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect

13. WHAT TO DO IF ABUSE IS SUSPECTED/ALLEGED TO HAVE OCCURRED

What should I do if I suspect abuse is taking place outside the sporting environment?

If a young person informs you directly that he/she is being abused outside the sporting environment (i.e. at home or some other setting away from the sport) or through your own observations or through a third party you become aware of possible abuse outside the sporting environment, you must REACT IMMEDIATELY (See previous 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 DSCO immediately who will follow the reporting procedures detailed below. If the Club DSCO is unavailable or cannot be contacted, the person that has concerns about a young person's welfare should adhere to the following procedures:

Reporting Procedures

- Seek advice immediately from the local Health and Social Care Trust (HSCT) Gateway Team 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.
- Make a full and factual record of events utilizing the Safeguarding Incident Reporting Form (appendix 4) and forward a copy of the recorded information, as directed by the Social Services and/or Police, and also to the MRA DSCO you are dealing with an issue.

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 the MRA DSCO.

What should I do if there are allegations of abuse?

Always:

- Stay calm - ensure the child is safe and feels safe.
- .
- Reassure the child and tell the child that you are taking what s/he says seriously.
- 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. Report to someone else in the organisation i.e. the Designated Safeguarding Officer ASAP
- Listen and hear what the person is saying. Give the person time to say what they want.
- Only ask open questions like;
 - Please tell me more about that,
 - Can you clarify what you mean by that?

Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.

- Ask inappropriate or leading questions, which may jeopardize any impending police investigation.
- Make a child or young person repeat the story unnecessarily
- Take sole responsibility – you must consult someone else (the person in charge or someone you can trust, while considering the issues around confidentiality) so you can begin to protect the child and gain support for yourself.

UNDER NO CIRCUMSTANCES SHOULD AN INDIVIDUAL OR VOLUNTEER ATTEMPT TO DEAL WITH THE PROBLEM OF ABUSE ALONE.

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 may protect a young person. 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. Without intervention a young person 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.

14. REPORTING PROCEDURE

A report of concerns about a child should be assessed promptly and carefully and consideration given to the best action to take. The following procedure should be followed if a Club DSCO or any other volunteer has any concerns:

1. Record all relevant information (see section below 'Recording Information' and Appendix 4 'Safeguarding Incident Reporting Form' – if the child in question has made an allegation to you.
2. Notify the Club DSCO (if concern is raised by a volunteer or other than the Club DSCO)
3. Club DSCO should notify the MRA DSCO.
4. If appropriate advice should be sought from the local Statutory Authorities or where there is any doubt, statutory authorities or NSPCC 0808 800 5000 should be consulted.

All Club DSCO'S should have contact numbers for their local HSCT Gateway team. (including 'out of hours' contact details). See useful Contacts in section 16

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, depending on the seriousness of the allegation. Use the '**Safeguarding Incident Reporting Form' (Appendix 4)**

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 receiving an allegation 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.

Dealing with concerns about and MRA member or official.

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately, a few do harm children and it is essential that the MRA creates a culture that makes volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they volunteer or whom they know. Again, the MRA's Safeguarding procedures should be followed.

During any investigation, support should be given both to the individual who voices concerns and to the person suspected of causing harm. Once an investigation by any statutory agency is completed the MRA will decide what action, if any is necessary to prevent a similar situation arising again.

15. REINSTATEMENT AND AFTERMATH

Reinstatement.

Irrespective of the findings of the HSCT or Police enquiries, the MRA Designated Safeguarding Children's Officer along the other members of the Safeguarding Case Management Group will assess all individual cases to decide whether a volunteer can be reinstated and how this can be sensitively handled. It may be difficult to come to a firm decision particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the Safeguarding Case Management Group must reach a decision based upon the available information and based on the balance of probability to make a ruling whether or not the allegation/complaint is true.

IN ALL CASES THE WELFARE OF YOUNG PEOPLE SHOULD ALWAYS REMAIN PARAMOUNT.

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 for Counselling and Psychotherapy may be a useful www.bacp.co.uk Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

16. 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 - Child Protection in Sport Unit

Paul Stephenson

028 9035 1135 paul.stephenson@nspcc.org.uk

www.thecpsu.org.uk - for more information on safeguarding good practice in sport

NSPCC helpline: 0808 800 5000 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 MRA or Gateway Team.

Useful Numbers

The Gateway Teams

Gateway is the first point of contact for all new referrals to children's social work service and is responsible for:

- Making sure that all new referrals are responded to promptly.
- Linking with children and families to assess their needs and identify appropriate support services.
- Ensuring an immediate response to safeguard children in need of protection.
- Making sure children and young people receive ongoing social work support whenever they need it.
- Ensuring that everyone involved with a child can contribute to the assessment of the child and their family.

Working closely with other agencies when additional support is needed.

Health and Social Care Trusts in NI	Each trust will have a Gateway team to deal with reports of abuse and more local contacts for on- going professional liaison for advice on concerns.
Northern HSC Trust	Tel: 03001234333
South Eastern HSC Trust	Tel: 03001000300
Southern HSC Trust	Tel: 08007837745
Belfast HSC Trust	Tel: 02890 507000
Western HSC Trust	Tel: 02871 314090

Regional Emergency Social Work - available 5.00 PM – 9.00 AM Monday to Thursday and 5.00 PM on Friday to 9.00 AM on Monday. There is a 24-hour cover over public holidays.

028 9504 9999

17. COMPLAINTS PROCEDURE

Any individual or organization wishing to make a complaint against a volunteer/official or competitor within the context of the Safeguarding Policy should follow the procedure below:

- Report the matter to the clerk of the course.
- Complaints that refer to the protection of children should be dealt with in accordance with the procedures laid down in this Safeguarding Policy.

18. REVIEW PERIOD

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 of legislation should not be less than three years.

Date of next policy review February 2026

APPENDIX 1

ACCESS NI DISCLOSURE CERTIFICATE APPLICATION FORM

Motorcycle Racing Association (Ireland Ltd)
Website - mraireland.com

APPENDIX 2

VOLUNTEER APPLICATION FORM FOR THOSE
IN REGULATED POSITIONS

SECTION 1

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

All information received in this form will be treated confidentially

Name:			
Address			
Date of Birth		National Insurance No	
Telephone No.		Mobile No	
Previous work experience & relevant qualifications			
Have you previously been involved in voluntary work? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?	Motorcycle Racing Association (Ireland Ltd)		

Do you agree to abide by MRA Code of Conduct (copy included with this form)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed Safeguarding Awareness Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who was it organized by and when approximately	
Do you agree to undergo specific training on the role of the <i>(position being appointed)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to leave a sporting/youth organization in the past? <i>(if you have answered yes we will contact you in confidence)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other relevant information?	
Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.	
Name: Address: Telephone: Designation:	Name: Address: Telephone: Designation:

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

Disclosure of criminal convictions for eligible positions

Statement of non-discrimination

This club is affiliated to Motorcycle Racing Association (Ireland Ltd) is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees. MRA will adhere to AccessNI guidance on the recruitment of ex-offenders: <https://www.nidirect.gov.uk/publications/sample-policy-recruitment-ex-offenders>

For the purposes of your application for the post of:

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people to sign the declaration and return it marked confidential to (contact your Designated Safeguarding Children Officer (DSCO) to clarify who to return this form to in your sport)

Should you require further information, please contact (MRA designated safeguarding children officer Ann Thompson).

Name of Applicant.

Home Address.

Contact Telephone Number.

Club;

This organisation will adhere to AccessNI's Code of Practice a copy is available to all applicants at <https://www.nidirect.gov.uk/publications/accessni-code-practice>

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability. Any

information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

Advice to Applicants

You have applied for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed. The disclosure of a criminal history information will not debar you from participating as a volunteer unless the **MRA case management group** considers that the information renders you unsuitable for the role applied for. In making this decision the **MRA case management group** will consider the nature of the offence/caution, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.

Thank you for your co-operation.

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Tick Yes

Tick No

If so: please state below the nature. Date(s) and sentences of the offence(s). date prevented from working in this area or allegations.

Please provide any other information you feel may be of relevance such as:

The circumstances of the offence/incident.

A comment on the sentence received.

Any relevant developments in your situation since then.

Whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

(if you require further information on what information to disclose please contact NIACRO Helpline
Tele: 028 90 320157.

Declaration.

I understand that I must also complete an Access NI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Services department: Yes / No

As being a risk or potential risk to children?

If yes please provide further information below:

Have you been the subject of any disciplinary investigation And /or sanction by any organization due to concerns about Your behaviour towards children?

Yes / No
(if yes, please provide Further information)

Confirmation of Declaration (tick box below)

() I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organization's attention.

() I agree to inform the organization within 24 hours if I am subsequently investigated by any agency or organization in relation to concerns about my behaviour towards children or young people.

() I understand that the information contained on this form and information supplied by third parties may be supplied by the MRA to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the MRA of any further convictions or charges.

Signature:

Print Name:

Date:

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access NI check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments:	
Proof of applicant's identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/> Group 1 _____ Group 2 _____
Identification type:	
Recommendation (with reasons)	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

Signature _____

Print Name _____

Date _____

Position in Organisation _____

APPENDIX 3

REFERENCE FORM FOR VOLUNTEER APPLICATIONS

REFERENCE FORM FOR VOLUNTEER APPLICATIONS

CONFIDENTIAL

The following person: _____

has expressed an interest in working for: _____

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organization YES committed
to the welfare and protection of children, we are anxious to
know if you have any reason at all to be concerned about this applicant NO being in
contact with children and young people.

If you have answered **YES** we will contact you in confidence.

Signed: _____

Date: _____

Print Name: _____

Position: _____

Organisation: _____

APPENDIX 4

SAFEGUARDING CHILDREN AND YOUNG PEOPLE
INCIDENT REPORTING FORM

SAFEGUARDING CHILDREN AND YOUNG PEOPLE INCIDENT REPORTING FORM

This form should be used to record the details of any concerns raised. If there is more than one alleged victim of harm or child abuse, a separate form should be used for each person. All efforts should be made to keep the information confidential. The information should only be shared with those that need to know, if it is in the best interest of the child.

Please note that where a concern is immediate, please make initial contact with the MRA Designated Safeguarding Children Officer and return the form to him/her as soon as possible.

This form should be completed for all levels of concern, even where no immediate action may be necessary.

<p>DETAILS OF PERSON COMPLETING THE FORM</p> <p>Name: _____</p> <p>Club name: _____</p> <p>Position within club: _____</p> <p>Address: _____</p> <p>_____</p> <p>Postcode: _____ Contact number: _____</p> <p>Name/details of person who raised concern (if different from above)</p> <p>_____</p>

<p>DETAILS OF PERSON CONCERN IS ATTRIBUTED TO</p> <p>Name: _____</p> <p>Position: _____</p>
--

Club Name: _____
Relationship to alleged victim: _____

DETAILS OF ALLEGED VICTIM

Name: _____
Club: _____
Date of Birth _____ Age at time of incident(s) _____
Address of parent/ Carer _____
Postcode: _____ Parents Contact number: _____
Any identified special needs or disabilities: _____

DETAILS OF INCIDENT

Date(s) or period (if over a drawn out period) _____
Description of the incident/s *(please include as much detail as possible. If a child talked to you, write down the exact details of the conversation – remember not to lead the child. Please include any other information including location, number of incidences, any witness details etc. – please continue on a separate sheet of paper if necessary.)*

Action taken _____

Please indicate if you are in contact with other bodies concerning this incident and include a contact name, address and telephone number:

Social Services: _____

Police: _____

Other: _____

Any additional information:

Signed: _____ Date: _____

APPENDIX 5

PARENT'S CONSENT & MEDICAL FORM

PARENT'S CONSENT & MEDICAL FORM

*This form should be used by Clubs to record the details of all children registered with it. **All information should be regarded as confidential and retained only by the Club Child Protection Officer.***

CHILD'S DETAILS
NAME: _____ MALE/FEMALE
ADDRESS: _____ _____ POSTCODE: _____
DATE OF BIRTH: _____
TELEPHONE NUMBER: _____ MOBILE: _____

PARENT/GUARDIAN DETAILS
NAME: _____
RELATIONSHIP TO CHILD: _____
ADDRESS (if different to above): _____ _____ POSTCODE: _____
TELEPHONE NUMBER (DAY): _____ (EVENING): _____
MOBILE: _____ EMERGENCY CONTACT NO. _____

DETAILS OF CHILD'S MEDICAL HISTORY

DOES THE CHILD NAMED ABOVE HAVE ANY SPECIFIC MEDICAL CONDITIONS REQUIRING MEDICAL TREATMENT AND/OR MEDICATION?

Yes

If yes, please give details:

No

DOES THE CHILD NAMED ABOVE HAVE ANY ALLERGIES?

Yes

If yes, please give details:

No

DOES THE CHILD TAKE ANY MEDICATION FOR ASTHMA?

Yes

If yes, please give details:

No

ANY OTHER RELEVANT INFORMATION (special needs, requirements etc.):

NATIONAL HEALTH NUMBER:

It may be essential at some time for a club official to accompany the above named child to have urgent medical treatment. If this happens, the club will use all means available to contact you.

I give permission for a club official to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to the child's interests, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

I give permission for my child to attend for instruction/training sessions and to participate in regular club activities

I have been made aware that the club has developed a SAFEGUARDING CHILDREN AND YOUNG PEOPLE policy and they are committed

to ensuring the safety of my child by having;

- A coaches/volunteer code of behaviour
- Clear recruitment policy which includes vetting coaches & volunteers
- Disciplinary procedures
- A designated person for safeguarding children
- Guidelines on confidentiality
- Clear reporting procedures

I have been made aware that the club has developed a code of conduct for parents and children. We agree to abide by this code at all times.

Signed

(consent by parent/guardian)

Print full name

Date:

APPENDIX 6

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT SPORTING EVENTS

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT AT SPORTING EVENTS

Parents/carers often want to be able to celebrate the achievements of their children when taking part in MRA activities through taking photographs or videos. The MRA may also want to promote activities to encourage increased participation. The MRA does not advocate the banning of photography and the use of images and videos of children but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This guideline will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

When assessing the potential risks in the use of images the most important factor is the potential of inappropriate use of images of children or young people. It is advisable that all motorcycle sports clubs 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 organizer 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 (if available).

The recommended wording is:

In line with the recommendation in Motorcycle Racing Association (Ireland Ltd) Safeguarding 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 organizer 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.

The MRA will consider:

- The appropriateness of the need to always use of the first name/surname of individuals, this reduces the risk of inappropriate unsolicited attention from people within and from outside the sport. Discuss
- Asking for parental permission to use an image of a young person. A parental consent form will be used to achieve this.
- Only using images of children or young people in suitable dress will be used to reduce the risk of inappropriate use.
- Using images promoting only the positive aspects of young people's experience of our sport.

First steps and things to think about:

- Establish the type of images that appropriately represent the sport for the Web and other media.
- Think about the level of consideration you give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.
- Issue the photographer with identification, which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a child's home.
- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- Children and parents should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.