



RMC - Ultimate Karting Championship

Safe Recruitment Policy

Introduction

This document outlines RMC - Ultimate Karting Championship's responsibility to ensure that the people working in our Club are suitable. This includes both voluntary and paid roles within the Club and, where a person is likely to have prolonged or significant contact with children, young people and adults at risk.

The aim of this document is to ensure that RMC - Ultimate Karting Championship meets its duty of care set out in legislation and statutory guidance that exists to promote and protect the welfare of children, young people and adults at risk.

RMC - Ultimate Karting Championship are committed to providing a fun, safe, fair and inclusive environment; this is supported by our commitment to Safer Recruitment. This policy seeks to strike the right balance between protecting those at risk, whilst also ensuring that we do not discriminate against those with previous convictions.

This guidance applies to all RMC - Ultimate Karting Championship staff and volunteers and should be read in conjunction with Motorsport UK's Safer Recruitment Policy.

What is Safer Recruitment?

RMC - Ultimate Karting Championship have a duty to ensure that when new staff and volunteers are recruited, all reasonable steps are taken to ensure that people working with children or other vulnerable groups are suitable to do so.

There are several procedures RMC - Ultimate Karting Championship have in place to obtain information to make Safer Recruitment decisions. This includes:

- Providing clear job descriptions which outline the responsibilities and expectations of the role
- Provide clear person specification for the role, highlighting desired experience and skills
- Requesting identification documents as part of the application process
- Ensuring those in regulated activity have an up-to-date Suitability Check (DBS/PVG)
- Requesting staff and volunteers who do not qualify for a Suitability Check to complete a self-declaration form
- Undertaking interviews that seek to understand a person's motivation for the role, their alignment with RMC - Ultimate Karting Championship standards and policies and their attitude to working with others
- Obtaining and checking references

Roles and Responsibilities in Safer Recruitment

RMC - Ultimate Karting Championship will meet our responsibilities for keeping children, young people and adults at risk safe by:

- Ensuring that all club members, staff and volunteers whose roles meet the definition of regulated activity have a Suitability Check (DBS/PVG) in place
- Reporting any individual who avoids or refuses to complete a Suitability Check (DBS/PVG) to Motorsport UK
- Preventing anyone who has been Barred from working in regulated activity from working in motorsport
- Keeping up to date with the Motorsport UK Suspension Register to ensure those with suspended licences are not working in motorsport

RMC - Ultimate Karting Championship have a Club Safeguarding Officer who will play a key role in supporting the club in Safer Recruitment by:

- Maintaining oversight of the Motorsport UK Licence Suspension Register and implementing any associated actions.
- Supporting people in RMC - Ultimate Karting Championship who work in regulated activity to obtain a Suitability Check (DBS/PVG).
- Where appropriate, requesting club members, volunteers and officials who are not in regulated activity to complete a self-declaration of their previous convictions.
- Reporting to Motorsport UK Safeguarding Team when they believe a person has caused harm or poses a risk of harm to at-risk groups, including children.

What are Suitability Checks?

The term Suitability Check referenced the background checks carried out by:

- Disclosure and Barring Service (DBS) in England, Wales, Isle of Man, Channel Islands and Northern Ireland
- Protecting Vulnerable Groups (PVG) in Scotland These checks must be completed by Motorsport UK as the employer, or be a part of the DBS Update Service.

Anyone working or volunteering in England, Wales, Northern Ireland, Isle of Man or Channel Islands will be asked to complete a check through Disclosure and Barring Service (DBS) using Motorsport UK's provider, First Advantage - Know Your People.

Anyone working or volunteering in Scotland will be asked to complete a Protecting Vulnerable Groups (PVG) check through Disclosure Scotland.

Staff and volunteers working in England, Wales, Northern Ireland, Isle of Man or the Channel Islands will be required to complete a DBS check every 3 years. This is to ensure there is ongoing overview of a person's suitability.

Eligibility of Suitability Checks

As RMC - Ultimate Karting Championship's ASN, Motorsport UK requires anyone working or volunteering in regulated activity to complete an enhanced level check with barred list check. The minimum age at which a member of staff or volunteer can be asked to apply for a criminal record check is 16 years old.

Not all roles in motorsport can be classified as regulated activity, depending on the frequency of work with children, young people and adults at risk. RMC - Ultimate Karting Championship may instead require a person to complete a self-declaration form, in line with Motorsport UK's Safer Recruitment Policy.

Applying for a Suitability Check

Any person working in regulated activity will be required to obtain a Suitability Check; this is a condition of licence for some roles with Motorsport UK.

Applicants will be sent a link to complete the Suitability Check through Motorsport UK's providers. As part of the check process, the applicant will be required to verify their identity, either at the Post Office or by a member of the Motorsport UK Safeguarding Team. Full details about applying for a check can be found in the Motorsport UK Safer Recruitment Policy.

Results of Suitability Checks

Once a Suitability Check has been completed, a certificate will be issued directly to the applicant. The Motorsport UK Safeguarding Team will be notified that the check is complete and whether it is clear or there is an alert associated with it; this means that the check contains information regarding the applicants' previous convictions.

In cases where the certificate is 'clear' or not containing any previous convictions, the Motorsport UK Safeguarding Team are not required to see a full copy of the certificate.

In cases where an 'alert' is returned, the Motorsport UK Safeguarding Team will contact the applicant and request that they share the content of the certificate with them. This is so that the Safeguarding Case Manager can understand the content and whether the applicant is suitable to work with children, young people and adults at risk. A risk assessment will be completed, in line with the Motorsport UK Safer Recruitment Policy. It is the applicant's decision whether they share the content of the certificate.

If the applicant is a licence holder and chooses not to share the content of the certificate, it is likely that the licence will be withdrawn by Motorsport UK as it is not possible for the application to be risk assessed. The Motorsport UK Regulatory Council and Disciplinary Officer will be updated, and the person will be placed on the Motorsport UK Suspension Register.