



# Child Protection Policy

This document applies to:

**The Under 17 Car Club Charitable Trust**  
**The Under 17 Car Club Limited**  
**Under 17 Drivers Pathfinder Limited**

It is the policy of the Under 17 Car Club Charitable Trust and all trading subsidiaries (the Trust) to safeguard the welfare of all Driving Members or Pathfinder Students and other children by protecting them from neglect and from physical, sexual and emotional harm.

The Trust is committed to:

- taking into account in all its considerations and activities, the interests and well-being of young people
- respecting the rights, wishes and feelings of the young people with whom it is working
- taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse, and
- promoting the welfare of young people and their protection within a position of trust.

All adults associated with the Trust, Club or Pathfinder in whatever capacity, including all contributors from organisations working with the Trust who wish to work with young people, are responsible for putting this policy into practice at all times. All adults working with the Trust, Club or Pathfinder have a responsibility to ensure that young people are protected from harm.

It is the responsibility of each adult to ensure that:

- their behaviour is appropriate at all times
- they observe the rules established for the safety and security of young people
- they follow the procedures following suspicion, disclosure or allegation of child abuse
- they recognise the position of trust in which they have been placed
- in every respect, the relationships they form with the young people under their care are appropriate.



## The Code of Good Practice

It is essential that all adults follow this code to ensure that:

- the welfare of young people for whom we have a duty of care is safeguarded
- compromising situations or risk of misunderstandings or allegations are avoided.

Every adult should have read and maintain access to a copy of the Code of Good Practice which forms part of this document and can be downloaded from the Trust Websites:

[www.u17ccctrust.org](http://www.u17ccctrust.org)

[www.under17-carclub.co.uk](http://www.under17-carclub.co.uk)

[www.under17driver.co.uk](http://www.under17driver.co.uk)

The Trust requires that all adults regularly working with the Driving Members of the Club or Pathfinder Students:

- hold a Disclosure and Barring Service (DBS) check certificate (formerly issued by the Criminal Records Bureau) or such other certificate issued by any future successor body; or
- are part of an organisation where such certificates are required, e.g. the Police Force.

Adult visitors or occasional visitors not holding such a certificate will be restricted from unsupervised working with children, that is from working with Members above Grade 2 (Grade 1 or Grade X).



## Code of Good Practice

DO put this code into practice at all times

DO treat everyone with dignity and respect

DO set an example you would wish others to follow

DO treat all young people equally – show no favouritism

DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others

DO ensure that at least one other adult is aware when you are undertaking a 1-2-1 Instruction or Test and that you have the verbal consent of the Student or Member's parent or Associate

DO respect a young person's right to personal privacy

DO avoid unacceptable situations within a relationship of trust; for example, a sexual relationship with a youth Member over the age of consent

DO allow young people to talk about any concerns they may have

DO encourage others to challenge any attitudes or behaviours they do not like

DO avoid being drawn into inappropriate attention seeking behaviour such as tantrums and crushes

DO ensure a no alcohol policy when young people are in your care – adults and young people

DO make everyone aware of the Trust's child protection procedures – young people, Parents, Associates, Instructors, Marshals and other helpers

DO remember this code even at sensitive moments (when responding to bullying, bereavement, abuse and so on)

DO keep other Adults informed of where you are and what you are doing

DO remember someone else might misinterpret your actions, no matter how well-intentioned

DO take any allegations or concerns of abuse seriously and refer immediately

DO NOT trivialise abuse

DO NOT form a relationship with a young person that is an abuse of trust

DO NOT permit abusive peer activities such as initiation ceremonies or bullying

DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual

DO NOT play physical contact games with young people



DO NOT make suggestive remarks or threats to a young person, even in fun  
DO NOT use inappropriate language – writing, phoning, email or internet  
DO NOT let allegations, suspicions, or concerns about abuse go unreported  
DO NOT just rely on your good name to protect you.



# Code of Behaviour

## Reporting Concerns

### What if you suspect abuse or an allegation is made?

The four main areas of abuse are:

- physical
- sexual
- emotional
- neglect.

These may come to your notice in a number of different ways:

- when a young person tells you something has happened
- an adult or young person tells you about their concerns for another young person
- you observe unexplained injury, or changes in behaviour, which cause you concern
- you receive an allegation about any adult or about yourself.

If a young person tells you about abuse, it is because they see you as a 'safe' person. Listen to the young person. Take what you are told seriously. You will be helping to reassure and protect the young person.

When a young person speaks to you in confidence:

- listen carefully to what the young person is saying
- show you take them seriously
- avoid asking the child to repeat the information
- explain that you cannot keep what the young person tells you a secret
- reassure the young person that they have done the right thing
- make no judgement about what you have heard and stay calm
- make an immediate, careful, written record of what has been said.

Use the young person's actual words wherever possible.

### The procedure to follow

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern.

### If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said and without asking leading questions.
2. Offer immediate understanding and reassurance, while passing no judgement.



3. Advise that you will try to offer support but that you must pass the information on.
4. Immediately tell Helen Peabody-Rolf or Paul Silverwood, the nominated persons for Child Protection or, if not available, the Club Chairman, Trustees or other appropriate Club or Trust Officer.
5. Write careful notes of what was said; use actual words wherever possible.
6. Sign, date and pass your notes to the Officer to whom you have reported the concern.
7. Ensure that no Trust situation arises which could cause any further concern.

*Note: In an emergency (young person at imminent risk of significant harm) contact police or social service/ work department direct. Inform the Trust Chair or Club Chair of the action you have taken.*

**If you have a concern about a young person's safety and well being:**

1. Immediately tell Helen Peabody-Rolf or Paul Silverwood, the nominated persons for Child Protection or, if not available, the Club Chairman, Trustees or other appropriate Club or Trust Officer.
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to the person to whom you have reported the concern.
4. Ensure that no Trust situation arises which could cause any further concern.

**If you receive a complaint or allegation about any adult or about yourself:**

1. Immediately tell Helen Peabody-Rolf or Paul Silverwood, the nominated persons for Child Protection or, if not available, the Club Chairman, Trustees or other appropriate Club or Trust Officer.
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to the Officer to whom you reported the concern.
4. Try to ensure no-one is placed in a position which could cause further compromise.

*Note: Any Adult has the right to report any concerns, or suspicions about another Member in confidence and free from harassment.*

**You must refer; you must not investigate.**

*If in any doubt about policy or procedure please contact:*

*Paul Silverwood: 07850 561455*

*Helen Peabody-Rolf: 07720 047464*



John Beckford: 07785 360249

Hedley Pickstock 07970 258683

## **Child Protection Procedures for Trust, Club or Pathfinder Officers**

All allegations or suspicions of abuse - no matter how insignificant they might seem or when/ where they occur - must be referred to the nominated person immediately. No information must be withheld or filtered. Young peoples' welfare is always paramount.

The Nominated person will normally receive allegations or suspicions of abuse from Officers, Instructors, Marshals or other adults. Occasionally, parents/ carers of young people may also raise concerns. Once advised, the Nominated person must follow the procedures established.

The Nominated person, with appropriate support from Trust, Club or Pathfinder Officers, will work with the child and family concerned to resolve the matter involving external agencies where there is judged a need to do so in the best interests of the child affected.

For young people residing within Warwickshire, the appropriate entity to whom referral should be made is Warwickshire MASH (Multi-Agency Safeguarding Hub):

<https://www.warwickshire.gov.uk/mash>

Telephone: 01926 414144

Out of Hours Telephone: 01926 886922

***No investigation or questioning is to be undertaken.*** We are not an investigation agency. The statutory authorities are best placed to take any necessary action.

The Nominated person must follow the agreed procedure. All information must be conveyed immediately to the correct agency. Nothing must be withheld or filtered. These procedures must be followed as they enable us to fulfil our legal, as well as our moral, responsibilities.