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1. Introduction

The purpose of the Safeguarding procedure is to provide information to all officials, volunteers, clubs, participants and parents/guardians on the actions that the British Radio Car Association [referred to as BRCA] and affiliated groups will take to keep all members and young people safe from harm.

BRCA are committed to providing a safe environment for everyone to participate in RC motorsport at all levels and to the best of their abilities. BRCA recognises that it is our responsibility to build a safe environment that protects members and young people from harm.

Everyone has a role to play in safeguarding, this includes our Executive, Officials, Affiliated Clubs, Competitors, Volunteers and Spectators. This document is split into three sections to provide advice and guidance on:

1. Recognising abuse, neglect, poor practice and welfare issues.
2. Responding to allegations of abuse, this includes responding directly to members, children and young people's guardians who are either experiencing or at risk of experiencing harm (whether through the sport or outside), and also ensuring adequate responses are in place should an allegation be made against officials, volunteers or people in a position of trust.
3. Reporting safeguarding concerns and working cohesively and collaboratively with statutory organisations.

Additional documents provide guidance on:

- The case management process from receiving a referral through to deciding on outcomes (including disciplinary processes and appeals).
- Reducing risks of harm to children in the RC motorsport environment – travel, photography, social media use, etc.
- Appropriate management of Marshal's
- The support available for people who have been victims of abuse.
- Safeguarding procedures for Adults at Risk.

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2. Recognising abuse

To ensure that our members, children and young people are protected from harm, we need to understand what constitutes abuse and neglect and be able to recognise the signs of this. Abuse and neglect can occur anywhere; at home, at school, or at a sporting event - we need to be aware of this so that we can spot the signs and take appropriate steps to protect the child from further harm.

“Abuse and neglect are forms of the maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.”

Working Together to Safeguard Children
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Abuse and neglect can be caused by family members, adults working with the child, or by other children. As an organisation that works with children and young people we have a duty to ensure that we:

- Protect members, children and young people who may be experiencing harm from family members and peers; and
- Prevent abuse being perpetrated by professionals who work with members, children and young people, for example as a Coach, Team Manager or Instructor.

2.1. Types of Abuse

There are four main types of abuse that affect members, children and young people:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Table 1-

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<p>Physical abuse is a form of abuse which causes physical harm to a child. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, or suffocating. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child</p>	<p>Emotional abuse involves constant criticism, excessive pressures, threats, humiliation, name-calling. It can include racism and sexism, and the use of inappropriate and derogatory language. Emotional abuse may involve withholding affection or being overly protective. Bullying is a form of emotional abuse.</p>
<p>Sexual Abuse occurs if a child or young person is used to meet another persons sexual needs. Sexual abuse may involve physical contact, including assault by penetration or non penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It can also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.</p>	<p>Neglect takes place when an adult fails to meet a child or young persons basic physical needs (food, warmth, clothing) or emotional needs (attention and affection). It includes not providing the appropriate protection from harm through poor supervision or poor preparation. Neglect also occurs when a child or young person is encouraged/forced to continue an activity despite illness, injury or unsuitableness of the activity.</p>

Further information on the indicators of abuse are included in appendix 1.

Although there are four main categories of abuse defined in legislation, there are other behaviours which are considered poor practice and do not meet the standards we expect to see. This includes:

- Bullying & cyber-bullying
- Abuse by a person in a position of trust
- Peer-on-peer abuse
- Poor practice
- Breaches of the code of conduct (Race with Respect)

2.2 Bullying and Cyber-bullying

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Bullying is an intentional act of aggression towards another person, it can happen in person or on-line, we have a duty to prevent bullying from occurring in RC motorsport environments. While bullying is not a separate category of abuse and neglect, it is a very serious issue that can cause anxiety and distress and can stop a child or young person from wanting to take part in their hobby. Bullying can also cause long-lasting issues such as low self-esteem, self-harm, eating disorders and in the extreme can lead to suicide.

Some examples of bullying include:

- Emotional – excluding and isolating, sending hurtful messages on social media or via text, taunting and teasing
- Physical acts – using or threatening physical violence, damaging clothing and equipment
- Discriminatory – targeting a person because of a protected characteristic
- Verbal – name-calling, sarcasm, spreading rumours, teasing

2.3 Peer on peer abuse

Peer-on-peer abuse is any form of abuse that occurs between children, and within children's friendships, relationships and peer groups. It can include:

- Physical abuse – for example the use of violence in relationships,
- Sexual abuse – for example sexual exploitation, sexually harmful behaviours, and sexting (pressuring another person to send a sexual imagery or video content),
- Emotional – for example bullying and cyber-bullying, or discriminating against someone linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender or sexual identity,
- Financial – for example exploitation,
- Controlling – for example threatening, coercing, harassing.

Similar to other forms of abuse, the signs will be evident through a change in behaviour. If the abuse is taking place in RC Motorsport, the member, child and young person may avoid attending clubs or stop competing; they may avoid certain people or isolate themselves; their kit or equipment may become damaged or go missing.

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Where children come to harm because of the behaviours of other children and young people, the child being harmed might not be aware that they are being abused due to the relationship they have with the abuser. In our roles working with children, we need to be aware that not all

relationships and friendships are healthy and take appropriate steps to support children and young people from harm.

2.4 Abuse by a person in a position of trust

A person in a position of trust has a considerable amount of power and influence over a member, child or young person. When a member, child or young person is dependent on their Coach, Manager, Mechanic or another adult for their sporting success, the adult can use this relationship to harm, control, manipulate or exploit the member, child or young person.

Although the age of consent for sexual activity is 16, amendments to the Sexual Offences Act have made it an offence for a person in a position of trust to be in a sexual relationship with a 16 or 17 year old in their care, this specifically includes people working for a sports organisation.

Because of the power imbalance, members, children or young people may be reluctant to speak up if they feel pressurised or at risk from an adult in a position of trust. For this reason, as adults working with children and young people we must do all we can to promote positive and healthy relationships and to promote and explain the benefits of clear boundaries. We must encourage children and young people to speak up and share their concerns.

2.5 Poor practice

All behaviours occur on a continuum from exceptional, high standards at one end through to abuse and illegal actions at the other. In the middle are behaviours and actions which do not meet the threshold for abuse but which left unchallenged do not meet the standards expected of people working in our sport. It is important that these behaviours are appropriately addressed to ensure poor practice is not condoned and that the culture strives to be a positive and healthy one. We must create a culture in which all concerning behaviours are shared responsibly and dealt with appropriately. By creating this transparent culture, everyone is clear on the professional boundaries and the risk of abuse occurring is minimised.

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Poor practice includes name calling, belittling others or using derogatory terms (for example homophobic, racist or sexist). You might feel embarrassed or uncomfortable about the way you hear someone speak about young people or other members. You might be aware of an adult sending messages to a child directly and not involving their parent or guardian. although none of these actions constitute abuse, they are not in line with our safeguarding standards and go against our Race with Respect policy.

In these cases, you don't have to tackle it yourself, but you do need to make others aware so that actions are taken to inform and educate why these practices are not permitted.

2.6 Breaches of RWR

Race with Respect is BRCA's expectations on members behaviour, all licence holders sign up to withhold standards of respect, integrity, fair play, self-control and good manners when they obtain their licence. The code also applies to all Officials and volunteers engaged in activities regulated by the BRCA.

2.7 Children at increased risk

All children, by virtue of their age are at risk of experiencing abuse or neglect. However, we need to consider that some children and young people are more at risk than others, this includes:

- Disabled children and those who are more reliant on adults for help, support and assistance,
- Children and young people who are isolated or lonely
- Children and young people on the elite pathway who may face additional pressures from team personnel or family members to participate and succeed, these children may also be willing to do anything to succeed and avoid reporting poor practice or abuse for fear of jeopardising their careers,
- Children whose parents are less engaged and often absent in the child's life.

In addition, our own views and attitudes about children and young people can place them at an increased risk if we make judgements about them, their families, their upbringing or

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background. We must remember that anyone under the age of 18 is a child and requires support and guidance to remain safe from harm.

3. Responding to and managing concerns

This next section of the procedure details how we can best respond to any allegations we hear or concerning behaviours we witness. It includes:

- How to respond to a child or young person discloses that they have been harmed,
- How to respond to a member who discloses that they have been harmed,
- How to respond when you receive an allegation that relates to a person in a position of trust,
- How to respond when the allegation is against another child,
- How to manage concerns about a child's welfare or wellbeing outside of sport,
- How to ensure the safety of the person at risk.

All officials, volunteers and participants have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse are taken seriously and responded to quickly and appropriately.

It is never an option to do nothing if you become aware of a concern, whether you hear directly from a child, witness something yourself or hear something from someone else. All concerns must be reported to the appropriate designated individuals or agencies without delay so that advice can be sought, and appropriate action taken. It is of the utmost importance that our response to an allegation is reassuring, appropriate, accurate and does not put the member, child or young person concerned at increased risk.

It is not the responsibility of anyone within the organisation to decide whether or not child abuse has taken place.

3.1 How to respond to a child who discloses that they have been harmed

It takes a lot of courage for someone to speak up and say they are being hurt and it is paramount that any response is supportive and reassuring. There are a number of barriers faced by children and young people in reporting their concerns, they may;

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- Feel ashamed or embarrassed,
- Be worried about repercussions,
- Have a lack of trust in adults/professionals,
- Have had their worries dismissed previously,
- Be unaware that the behaviour constitutes abuse.

If a child or young person speaks with a member of officials about the behaviours or actions of others towards them:

Table 2 –

DO	DO NOT
<ul style="list-style-type: none"> • Allow them to speak freely • Remain calm • Listen • Provide reassurance • Recognise their courage in speaking up • Check your understanding of the situation • Ask about their immediate safety • Explain what will happen next 	<ul style="list-style-type: none"> • Make judgements • Ask lots of questions • Promise confidentiality • Dismiss, deny or minimise their concerns • Over-react • Be led by your own feelings • Challenge or confront the alleged perpetrator

As soon as it is appropriate to do so, make a record of the conversation. Record the date, time and location of the conversation and write down the words and phrases used by the young person.

3.2. How to respond when you receive an allegation that relates to a person in a position of trust

Officials who are concerned about the behaviour of a colleague towards a child may feel they are in a difficult situation. They may worry that they have misunderstood the situation and their actions could impact on their colleague’s career. The incident might be deemed poor practice (as described in section 2.1.4.) or there might be an allegation of abuse or

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neglect. Regardless of the potential level of severity, it is essential that any incident that involves an employee or volunteer is reported immediately.

Colleagues must not make judgements about the case - however minor you may think the incident is, it is important to share this with the BRCA Safeguarding Officer. Research in relation to low level concerns shows that once boundaries are breached it can become a 'slippery slope' and in some cases forms part of a grooming process¹ with the offender testing out what they can get away with.

If the allegation comes directly from a child (as opposed to witnessing an incident), reassure them that they have done the right thing in reporting their concerns and follow the guidance in table 2 above. All officials, volunteers and participants must remember that the welfare of the child must come first, follow the advice at section 3.5. (how to ensure safety) and raise this immediately with the BRCA Safeguarding Officer.

3.3. How to respond when the allegation is against another child

The impact of peer-on-peer abuse can be devastating. Bullying (whether in person or on-line) should not be minimised, it can cause anxiety, poor mental health and has in some cases led to a child taking their own life.

Suspecting, witnessing or being told about bullying must be treated in the same way as other forms of abuse, follow the guidance in table 2 above to provide reassurance. If the abuse is taking place on-line, ask for the names of the people involved and the platform / 'app' being used. If possible the child should be asked to take screenshots of the messages, however some 'apps' notify other users that this has taken place and it may not always be suitable for the child to do this. Do not try to tackle this alone, despite having the best of intentions, this could increase the risk to the child. Speak to the Club Safeguarding Officer for advice.

3.4. How to manage concerns about a child's welfare or wellbeing outside of sport

There will be occasions when Officials may suspect that a child may be subject to harm or abuse that is occurring outside of Radio Control Racing, for example at home or at school. The child may tell you something that you find worrying; you might notice that their behaviour has changed; they may show signs of confusion or distress; or you may notice physical indicators.

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If the Officials member has a good relationship with the child or young person, it may be appropriate to give the child an opportunity to talk. This won't always be appropriate, however it is important that any concerns are recorded and reported to the SAFEGUARDING OFFICER.

If the child does reveal that they are being harmed, Officials should follow the advice at section 3.5. (how to ensure safety) and raise this immediately with the SAFEGUARDING OFFICER.

Officials members must not try to address the issue themselves as this could put the child at an increased risk.

3.5. How to ensure the safety of the person at risk.

In any situation where you are concerned about a child, whether they are at risk from someone within the sport, a peer, or a parent, and regardless of the level of harm they are experiencing, you must:

1. Check their immediate safety – are they at immediate risk or in need of medical attention? If they need immediate help, contact the emergency services.
2. Make a record of your observations and the information shared with you.
3. Speak with the Club Safeguarding Officer for advice.
4. If the Club Safeguarding Officer is not available, contact the BRCA Safeguarding Officer or out-of-hours contact the 24hour NSPCC Helpline (0808 800 5000).
5. Consider your own wellbeing and seek support if necessary.

4. Reporting

We all have a duty to tackle incidents and behaviours which fall short of expectations, and which left unchallenged support the development of a culture which is not conducive to positive development.

This section provides information on:

- The role of Club Safeguarding Officer
- Reporting anonymously

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- Reporting to BRCA Safeguarding Officer
- Role of statutory agencies
- Confidentiality & Information sharing

4.1. The role of the Safeguarding Officers

It is recognised that it won't always be possible to have a Safeguarding Officer physically present at every event, however a Safeguarding Officer must be contactable and able to provide advice or guidance when it is needed.

All Officials, volunteers, competitors and spectators should be empowered to share reports of concerning and unprofessional behaviours to the Safeguarding Officer.

In the majority of scenarios described in the sections above, once abuse has been recognised and the member, child or young person has been listened to and reassured, the next step is to report the concern to the Safeguarding Officer for advice.

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The safeguarding officer will follow the appropriate reporting procedure depending on the type of incident reported to them.

Recognise:	-Breach of Race with Respect. -Peer-on-peer abuse. -Poor Practice. -Bringing the sport into disrepute	Concern about welfare outside of RC motorsport.	Any allegation which meets the safeguarding threshold.
Report To:	BRCA Official or Via BRCA ticket system	SAFEGUARDING OFFICER, Local Authority of NSPCC Helpline	SAFEGUARDING OFFICER
The Officer/Safeguarding Officer will:	<ol style="list-style-type: none"> 1. Obtain a record of the incident, the people involved and any actions taken. 2. Notify BRCA Exec if an immediate suspension is required while investigations take place. 3. Obtain statements from the parties involved 4. Seek to understand any mitigating or aggravating factors. 	Report directly to the Local Authority Safeguarding Team where the child lives with support/advice from the BRCA safeguarding team if required.	Report directly to the Local Authority Safeguarding Team where the child lives with support/advice from the BRCA safeguarding team if required.

4.1.1. Poor practice , breaches of Race with Respect, Bringing the sport into disrepute and allegations of peer-on-peer abuse

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The Safeguarding Officer will work with BRCA executive committee and head of section to investigate appropriately and identify appropriate outcomes. The safeguarding officer will obtain a statement of the initial complaint and contact the person alleged to be at fault, explaining to them why this behaviour falls below expected standards. This person will be asked to provide their explanation of the incident. The safeguarding officer will make a recommendation on the appropriate remedial actions required depending on the evidence and any aggravating or supporting factors. The final decision will be voted on by the BRCA Executive committee. BRCA maintain a record of any breaches in order to identify themes and repeat breaches (see appendix 3 for further details of the Race with Respect levels of complaints).

4.1.2. Reporting a safeguarding concern that has arisen outside of the RC motorsport environment

When you work with children and young people in a positive and supportive environment, it is likely that you will learn a lot about the child, their home-life, school-life and friendship group. If you learn anything which makes you worried about the welfare and wellbeing of a child outside of RC motorsport you must still report this, failing to act to prevent harm is as serious as causing the harm itself (if you have concerns about the immediate safety of a child or young person, follow the guidance in section 3.5.).

Share your concerns with the Safeguarding Officer, explain what you have heard and/or witnessed. The Safeguarding Officer will discuss this with the BRCA Executive team to put in place a plan which shares information with the appropriate agencies in a safe way.

Do not try to respond to this yourself as you may place the child, their family member, friend or other at increased risk.

Alternatively, if you feel confident to, you may want to report directly to the local authority safeguarding team or the Police. If you do this, please notify the Safeguarding Officer so they are aware of your actions, can offer you support and can discuss additional steps for supporting the child.

4.1.3. Incidents that meet the safeguarding threshold

A detailed Safeguarding Case Management procedure is in place which outlines the investigative process which will be followed if a safeguarding referral meets certain thresholds. This includes (but is not limited to) cases:

- Which meet the threshold for a statutory investigation,

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- Where the person under investigation is employed in a position of trust,
- Which relate to sexual misconduct within the context of motorsport,
- Which relate to a physical assault on a member, child or young person
- Relating to two or more incidents of poor practice.

A full list of criteria can be found at appendix 2 and in the Safeguarding Case Management procedure which also outlines the appeal process.

4.2. Reporting Anonymously

In some cases, the reporting person may not want to involve the Club, the Club Safeguarding Officer or BRCA Safeguarding Team. Wherever possible, we would encourage the person reporting to find someone to speak with however we appreciate that some people will always feel more comfortable reporting anonymously.

There is specific legislation that relates to Whistleblowing and the protections afforded to a person who 'blows the whistle'. If you have concerns about the practices of BRCA relating to the rights, welfare and interests of children in England you can report these to the NSPCC or to the Children's Commissioner:

- [Motorsportuk.org](https://www.motorsportuk.org)
- www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/
- www.childrenscommissioner.gov.uk
- www.cypcs.org.uk
- www.childcomwales.org.uk

4.3. Reporting to BRCA Safeguarding Officer

All concerns relating to the welfare or safety of a child should be reported as soon as possible. Reports can be made via the Safeguarding Referral Form accessible from the website. To do this go to:

BRCA.org

If you cannot access the referral form or prefer to send an email please contact safeguarding@BRCA.org and provide the following details:

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- Your name and contact details
- The details of the person you are worried about – their name, address, date of birth
- Why you are worried about them – if you have witnessed something please provide details of this
- Who they are at risk from – their name and relationship to the child
- Any other relevant information

4.4. The role of statutory agencies

In the majority of cases, the onward referral to Local Authority Children’s Services will be made by the BRCA Safeguarding officer. The BRCA Safeguarding officer will notify the Local Authority Designated Officer (LADO) of any concerns relating to Officials, volunteers or anyone else in a position of trust.

The Op Hydrant team will also be advised so that deconfliction can take place. This process considers work taking place across police force boundaries and reviews whether the person is being investigated elsewhere in the country. This happens regardless of whether the alleged offending is recent or historic.

Safeguarding investigations will often run concurrently with police investigations. Internal disciplinary or misconduct investigations will most likely be delayed while a criminal or local authority investigation takes place. It is likely that the person suspected of offending behaviour will be suspended while waiting for the outcome of the police investigation.

The Safeguarding Case Management procedure explains the processes in place.

4.5. Confidentiality and sharing information

Safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and Officials involved but also to ensure that information being released into the public domain does not compromise evidence or any subsequent investigation. Guidance from the Government, describes key principles for deciding what to share, they provide ‘seven golden rules for information sharing’:

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- 1. Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers** to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2. Be open and honest with the individual** (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3. Seek advice from other practitioners** if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4. Share with informed consent where appropriate** and, where possible, respect the wishes of those who do not consent to having their information shared. You may still share information without consent if, in your judgement, there is lawful basis to do so, such as where safety may be at risk. Information sharing advice for safeguarding practitioners,
- 5. Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to date, is shared in a timely fashion, and is shared securely.
- 7. Keep a record of your decision and the reasons for it** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

At BRCA safeguarding information will be stored in a secure electronic system with restricted access only made available to appropriate individuals. All confidential information will be stored and handled in line with the Data Protection Act 2018.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of Officials receives a request to see Safeguarding records, the request will be referred to the BRCA Executive meeting.

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- (b) To facilitate the exchange of information and ideas relating to the sport.
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- (d) To encourage National and International competition within a co-ordinated calendar.



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4.6. Notifying parents

As part of the investigative process, BRCA will normally seek to discuss any concerns about a child with their parents/legal guardian. The primary focus must always be the safety and wellbeing of the child, therefore, if notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from the local authority.

Appendix 1 –

Indicators of Abuse Listed below of some of the potential signs and indicators that a child or young person may be experiencing abuse or neglect. These signs should not be used as a definitive guide but instead aim to provide some general guidance, which if noticed may require you to share your concerns carefully with other professionals who know the child or young person.

	Physical Signs	Behavioural Indicators
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Physical Abuse	<ul style="list-style-type: none"> • Unexplained or unusual bruises • Finger marks • Cigarette burns • Bite marks • Fractures • Scalds 	<ul style="list-style-type: none"> • Fear of contact, Bad temper or aggressive • Running away • Fear of going home • Depression • Withdrawn • Bullying others
Emotional Abuse	<ul style="list-style-type: none"> • Weight change • Lack of expected development • Speech disorders • Self-harm • Inappropriate clothing 	<ul style="list-style-type: none"> • Fear of mistakes • Fear of parents • Withdrawn • Language difficulties • Few friends
Sexual Abuse	<ul style="list-style-type: none"> • Pain • Itching • Bleeding • Stomach pains • Urinary infections 	<ul style="list-style-type: none"> • Fear of specific people • Sexually explicit knowledge • Eating problems • Substance misuse • Unexplained gifts/money
Neglect	<ul style="list-style-type: none"> • Hungry • Dirty • Inappropriate clothing • Weight change • Infections and untreated illnesses 	<ul style="list-style-type: none"> • Tired • Regularly early, late or absent • Stealing • No money • Absent parents

Appendix 2 –

Thresholds which require investigation by the BRCA Safeguarding Team

The BRCA executive Committee will act where a referral meets the following thresholds:

1. Any referral relating to an allegation which meets the threshold of a statutory agency investigation.

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2. Any referral in which the person under investigation is employed within a position of trust (education, health care settings, social work, care work and criminal justice settings) or volunteers with children or adults at risk for another organisation.
3. Any referral where the person under investigation is a Safeguarding Officer or has a safeguarding role within RC Motorsport.
4. Any referral relating to sexual misconduct (to include conduct over internet enabled devices) within the context of RC Motorsport.
5. Any referral relating to a physical assault on a member, child or young person within the context of RC Motorsport.
6. Any referral about an individual who is subject to a suspension, monitoring, supervision or any ongoing plan imposed by the Safeguarding Officer pursuant to BRCA Safeguarding Procedure.
7. Any referral relating to a person who is subject to sex offender registration requirements.
8. Any referral involving BRCA employee or volunteer.
9. Any referral relating to a second (or more) incident of poor practice/low level concern, provided the previous incidents have been reported to and recorded by the BRCA
10. Any referral involving current or former professional Drivers or high-profile individuals within radio car racing.

Appendix 3

Three levels of BRCA complaint

Minor Complaint	Moderate Complaint	Serious Complaint
A minor complaint which can be addressed by explanation. A written account to be taken of both incident and action	A moderate complaint that requires investigation and written statements in respect of behaviour that	A serious complaint which has caused considerable upset or breached safeguarding policy which

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	has caused considerable offence	will require escalation to BRCA Executive Board
Advice given	BRCA Conduct Letter issued	Immediate Suspension pending investigation

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