

## **Safeguarding Policy**

Your Instructor is a Self Employed member ('Your Instructor') of Salisbury School of Motoring (SSM) ('we', 'us', 'our').

### **The purpose of this policy is:**

- To protect children and young people who receive our services from harm. This includes the children of adults who use our services.
- This policy applies to all self employed driving instructors working on behalf of SSM, and provides them with the principles that guide our approach to child protection.

**We believe that we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.**

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning).

### **We recognise that:**

- The welfare of children and young people is paramount in the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead for children and young people.
- Adopting child protection and safeguarding best practice through our policies.
- Providing effective management for all staff through support and training.
- Recruiting staff safely, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Making sure that children, young people and their families know what to do if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, where there is risk of harm.
- Ensuring that we have effective complaints and whistleblowing measures in place.

### **How we deal with disclosures from young people**

We will endeavour to listen carefully to the young person, and involve their family or an appropriate adult where possible. We will seek to offer the most appropriate support, to gain advice from the NSPCC on 0808 800 5000 where needed, and to contact the relevant agencies where appropriate.

### **How we deal with concerns about young people**

We may become aware of concerns through the young person, the family, or a third party. We will endeavour to listen to all concerns and take the most appropriate action. Where the risk to a young person is immediate or life threatening, we will contact the police on 999. We may contact the NSPCC for advice on 0808 800 5000, and/or we may contact the local authority to report our concerns. Whilst we follow GDPR regulations and are registered with the Information Commissioners Office, we will share concerns with the appropriate authorities if a young person or family is at risk.

Any concerns must be reported to the nominated child protection lead (detailed below), and a safeguarding concerns report form must be completed and submitted to the nominated child protection lead for record keeping. The individual, family or third party concerned are able to access any reports that have been made about them, by contacting the nominated child protection lead.

### **Photography and sharing images**

Our instructors will always ask for permission before taking and sharing images. These images will be of when pupils pass their driving test, and we recognise that some pupils will be under 18 years old. No pass photos will be taken or shared without verbal or written consent from the young person, or any other pupil. If the instructor is in any doubt that the young person is unsure of what they are agreeing to, the instructor will not take or share any photos.

### **Safe recruitment**

All instructors working with SSM have an enhanced DBS check regularly, as part of their registration with the DVSA. All instructors must report any offences, allegations, or concerns, immediately to SSM and the DVSA, who will deal with each report individually, with an absolute priority to protect all customers, including children and young people.

### **Contact details**

Nominated child protection lead

Name: Jane Filipe

Text: 07880 713052

janefilipe14@gmail.com

NSPCC Helpline 0808 800 5000

This policy was last reviewed March 2021