Safeguarding Policy for Y2 Learn Driver Training

1. Purpose - This Safeguarding Policy outlines how Y2 Learn Driver Training protects the welfare, safety, and rights of all learners, especially children, young people, and vulnerable adults.

2. Scope - This policy applies to all instructors, administrative staff, contractors, and anyone representing Y2 Learn Driver Training.

3. Our Commitment - Y2 Learn Driver Training prioritises learner welfare, promotes a culture of openness, follows UK safeguarding legislation, and maintains clear procedures for managing concerns.

4. Definitions. - Child: Anyone under 18. - **Vulnerable Adult: An adult who may be unable to protect themselves.**

Safeguarding: Protecting individuals from abuse, neglect, harm, exploitation, or unsafe practices.

5. Roles and Responsibilities - **Designated Safeguarding Lead (DSL):**

Name**: NEIL WIGHTMAN**

Contact: 07812364761 0r Email: neilwightman1@sky.com

The DSL is responsible for being the main point of contact, keeping secure records, and reporting concerns. - All staff must:

- Maintain appropriate professional boundaries. - Report any safeguarding concerns immediately. - Complete safeguarding awareness training where required. - Act in the best interests of the learner.

6. Professional Conduct - Staff must act respectfully, avoid inappropriate discussions, communicate only through approved channels, and always uphold professional Behaviour.

7. Code of Practice During Driving Lessons - Ensure learners feel safe and supported. - Physical contact only when essential for safety. - Lessons should take place in appropriate locations. - Learners should never be taken to or invited into an instructor's home.

8. Recognising Signs of Abuse. - Staff should be alert to: - Unexplained injuries - Withdrawal or unusual behaviour - Signs of bullying or emotional distress - Disclosures indicating harm

9. Reporting Concerns - If a learner is at immediate risk: call 999. - For all other concerns: - Listen calmly and do not promise confidentiality. - Record facts accurately. - Report immediately to the **DSL.**

10. Allegations Against Staff - All allegations must be passed to the **DSL,** who will seek guidance from the Local Authority Designated Officer (LADO). The staff member may be removed from teaching duties during investigation.

11. Record Keeping - Records must be factual, stored securely, and compliant with GDPR.

12. Safer Recruitment - Y2 Learn Driver Training conducts reference checks, qualification checks, and DBS checks where required.

13. Online Safety- All online training uses secure platforms. Communication remains strictly professional.

14. Review of Policy - This policy will be reviewed annually or sooner if guidance changes.