



# The ADI Federation

## Safeguarding Policy

Supporting Driving Instructors throughout the UK



### SAFEGUARDING

## Introduction

The driving school that you have chosen to use is a member of The ADI Federation, an organisation for professional Approved Driving Instructors (ADIs) and as such has a duty of care towards you as their client. Whilst you are learning to drive your driving school / instructor will do everything in their power to ensure that you have a safe and respectful environment in which to learn.

### 1 Purpose

- 1.1 The purpose of this policy is to protect people, (particularly young adults 16-18), at risk adults and male, female learners, clients etc., from any harm that may be caused during their time spent with

### Terry Hughes of Sandgate Driving School

**This includes harm arising from:**

- 1.2 The conduct of any associated staff or personnel
- 1.3 The design and implementation of programmes and activities

The policy lays out the commitments made by the above-named driving school and informs any associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

Safeguarding concerns in the wider community not perpetrated by the ADI or associated personnel

### 2 What is safeguarding?

- 2.1 In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect
- 2.2 In our sector, we understand it to mean protecting people, including learners and 'at risk' adults, from harm that arises from meeting an instructor.

### 3 Policy Statement

*This policy will address the following areas of safeguarding [as appropriate]:  
child safeguarding, adult safeguarding, and protection from sexual exploitation & abuse.*

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- 3.1 Believes that everyone, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.
- 3.2 Will not tolerate abuse and exploitation by instructors or associated personnel.
- 3.3 Commits to addressing all aspects of safeguarding throughout all working practises.

### 4 Prevention

The responsibilities of **Sandgate Driving School** is to:

- 4.1 Ensure all associated ADIs have access to, are familiar with, and know their responsibilities within this policy.
- 4.2 Design and undertake all activities in a way that protects people from any risk of harm that may arise from their coming into contact with the above named. This includes the way in which information about learners is gathered and communicated.
- 4.3 Implement stringent safeguarding procedures when recruiting, managing and deploying any associated ADIs or personnel if applicable.
- 4.4 Ensure any associated ADIs receive training on safeguarding at a level commensurate with their role within the driving school.



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### 5 Instructor responsibilities *(Young person safeguarding)*

**Sandgate Driving School** must not:

- 5.1 Engage in sexual activity with anyone under the age of 18
- 5.2 Sexually abuse or exploit young adults
- 5.3 Subject anyone to physical, emotional or psychological abuse, or neglect



### 6 Protection from sexual exploitation and abuse

**SAFEGUARDING**

All ADIs must not:

- 6.1 Engage in any sexual relationships with trainees, since they are based on inherently unequal power dynamics



### 7 Reporting

**Sandgate Driving School** must:

- 7.1 Report any concerns or suspicions regarding safeguarding violations
- 7.2 Ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to all. *(see section 12)*
- 7.3 Accept complaints from external sources such as members of the public, partners and official bodies (DVSA etc).
- 7.4 Deal promptly with any complaints received and aim for speedy resolution of any grievances.
- 7.5 Contribute to creating & maintaining an environment that prevents safeguarding violations & promotes the implementation of the Safeguarding Policy
- 7.6 Agree that complaints by clients should be made in the first instance to the driving instructor, driving school or contractor following the training provider's complaints procedure

*If, having completed the procedure, the client has been unable to reach an agreement or settle a dispute further guidance may be sought:*

- 7.7 If a client believes that their instructor is not providing a satisfactory business service they can contact the ADI Federation for guidance [info@theadifederation.org.uk](mailto:info@theadifederation.org.uk)
- 7.8 If clients are unhappy with their instructor's professional service, the client can contact the ADI Registrar by emailing [adireg@dvsa.gov.uk](mailto:adireg@dvsa.gov.uk)

ADIs who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [if applicable /as appropriate, section 12]



### 8 Response

**Sandgate Driving School**

- 8.1 Will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations
- 8.2 Will apply appropriate disciplinary measures to instructors found in breach of this policy.
- 8.3 Will offer support to anyone claiming / reporting harm, regardless of whether a formal external/ internal response is carried out. Decisions regarding support will be led by the person who has suffered harm.



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### 9 Code of Conduct *(Incorporating DVSA Guidance for ADIs code of practice.)*

#### **Sandgate Driving School**

- 9.1 Is committed to maintaining the highest degree of ethical conduct and understanding of this Code of Conduct.
- 9.2 Will be professional, comply with the law, keep clients safe and treat them with respect
- 9.3 Will behave in a professional manner towards clients in line with the standards in the national standard for driver and rider training (as detailed below)

#### **Sandgate Driving School** agrees to:

The protection of personal freedoms, the prevention of discrimination based on age, disability, gender, race, religion or sexual orientation

Avoid inappropriate physical contact with clients

Avoid the use of inappropriate language to clients

Not initiate inappropriate discussions about their own personal relationships and take care to avoid becoming involved or discuss a client's personal affairs / personal relationships, unless safeguarding concerns are raised

Avoid circumstances and situations which are or could be perceived to be of an inappropriate nature

Respect client confidentiality whilst understanding the actions to take if a client reveals concerns about their private lives

Treat clients with respect and consideration and support them to achieve the learning outcomes as efficiently and effectively as possible

Use social network sites responsibly and professionally:

- \* ensuring that clients' personal information is not compromised
- \* ensuring when using social media for marketing purposes that what is written is compliant with privacy and data protection legislation pertaining to digital
- \* communications, the laws regarding spam, copyright and other online issues

Treating other users of social media including clients, colleagues and their views with respect

Be careful not to defame the reputation of colleagues, DVSA, driving examiners or the ADI register

### 10 Principals and codes of conduct for ADIs as listed by the DVSA.

- 10.1 Uphold their integrity & reputation by ensuring that their professional & personal conduct is consistent with the expected values & standards
- 10.2 They will treat all people fairly with respect and dignity
- 10.3 Will seek to ensure that their conduct does not bring any disrepute and does not impact on/or undermine their ability to undertake the role for which they are employed
- 10.4 They will not work under the influence of alcohol or use, or be in possession of illegal substances
- 10.5 They will ensure that their knowledge & skills on all matters relating to the provision of driver training comply with current practice & legislative requirements
- 10.6 They will not use mobile devices like phones when driving or supervising client's driving and only when parked in a safe and legal place and the engine is switched off
- 10.7 They will demonstrate a high standard of driving and instructional ability upholding safety standards including consideration for all other road-users particularly pedestrians, cyclists, motorcyclists and horse riders, giving them the legal amount of clearance if overtaking
- 10.8 Not engage in abusive or exploitative conduct
- 10.9 They will not physically assault a young or vulnerable adult
- 10.10 They will not emotionally or psychologically abuse a young or vulnerable adult
- 10.11 They will ensure the safety, health and welfare of any staff members and associated personnel
- 10.12 They will adhere to all legal and organisational health and safety requirements
- 10.13 They will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others
- 10.14 They will perform their duties & conduct their private life in a manner that avoids conflicts of interest
- 10.15 All ADIs will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on their work. (please refer to Section 12.1)



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### 11 Uphold confidentiality

- 11.1 It is essential that the driving school take every precaution to ensure confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis and should be kept secure at all times.

### 12 Complaints and reports

- 12.1 Should an ADI feel that a situation such as financial, personal / family relationships may impact on their work, they should make their concerns known to The ADI Federation.
- 12.2 All ADIs are obligated to alert any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code to The ADI Federations Safeguarding Manager, Steve Trafford MSc. CMIOSH MIIRSM

**TERRY HUGHES**  
**FOR AND ON BEHALF OF**  
**SANDGATE DRIVING SCHOOL**

*Signs to agree to follow the Safeguarding Guidance and the principals of the DVSA's Code of Practice for ADI's.*

*I, the undersigned am a fully paid-up member of The ADI Federation and undertake to discharge my duties and to regulate my conduct in accordance with the requirements of the above ADI Federations' Safeguarding guidance and the principals of the DVSA's Code of Practice.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (renewable January yearly)

*The code of practice is voluntary for ADIs to follow. It sets out how ADIs should:*

- \* Behave in their personal conduct and business dealings
- \* Advertise their services
- \* Settle disputes with their pupils



**SAFEGUARDING**

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Anyone requiring confirmation of the ADIs qualifications/ membership to The ADI Federation may call 01933-461821

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