

Safeguarding Policy

1. Policy Statement

Girling Driver Training is committed to providing a safe, professional, and respectful learning environment for all pupils.

The welfare and wellbeing of children, young people, and vulnerable adults is of paramount importance. This policy sets out the measures taken to safeguard pupils and outlines the standards of conduct expected during driving tuition.

This policy applies to all pupils receiving tuition from Girling Driver Training.

2. Purpose

The purpose of this policy is to:

- Promote the safety and wellbeing of pupils.
- Protect children, young people, and vulnerable adults from harm.
- Establish clear professional boundaries.
- Provide guidance on reporting safeguarding concerns.
- Ensure all tuition is delivered in a safe and respectful manner.

3. Definitions

For the purposes of this policy:

- A child is any person under the age of 18.
- A vulnerable adult is an individual who may require additional support due to age, disability, illness, or other circumstances.

4. Professional Standards

Girling Driver Training will:

- Treat all pupils with dignity, courtesy, and respect.
- Maintain professional boundaries at all times.
- Provide tuition in a safe and supportive environment.
- Communicate clearly and professionally.
- Avoid any behaviour that could be perceived as inappropriate or unprofessional.
- Respect confidentiality, subject to safeguarding obligations.

5. Communication with Pupils

Communication will be limited to matters relating to driving tuition, lesson bookings, payments, and driving tests.

Communication may take place via:

- Telephone
- Text message
- Email
- WhatsApp or other agreed messaging services

Communication will remain professional and appropriate at all times.

For pupils under the age of 18, parents or guardians may be copied into communications where appropriate and with the pupil's knowledge.

6. Lesson Safety

To promote pupil safety:

- Lessons will be conducted in a roadworthy, insured vehicle fitted with dual controls.
- The instructor will carry valid Approved Driving Instructor (ADI) or Potential Driving Instructor (PDI) registration.
- Lessons will begin and end at agreed locations.
- Pupils will be encouraged to share lesson details with a parent, guardian, or trusted person.
- Appropriate breaks will be taken during longer lessons where required.

7. Professional Boundaries

The instructor will not:

- Engage in inappropriate physical contact.
- Use offensive, discriminatory, or abusive language.
- Develop inappropriate personal relationships with pupils.
- Contact pupils for non-business reasons.
- Share personal information unnecessarily.
- Consume alcohol or drugs before or during lessons.

Any necessary physical contact during tuition will be limited to situations involving safety or vehicle operation and will be explained where possible.

8. Safeguarding Concerns

If the instructor becomes aware of information suggesting that a pupil may be at risk of harm, abuse, neglect, exploitation, or serious danger, appropriate action may be taken.

This may include:

- Recording the concern.
- Seeking advice from relevant safeguarding services.
- Contacting emergency services where immediate risk exists.

- Sharing information with appropriate authorities where legally justified.

The safety and welfare of the individual concerned will always be the primary consideration.

9. Confidentiality

Information shared by pupils will be treated confidentially wherever possible.

However, confidentiality cannot be guaranteed where:

- There is a safeguarding concern.
- There is a risk of serious harm.
- Disclosure is required by law.
- Information is requested by appropriate authorities.

10. Equality and Respect

Girling Driver Training is committed to providing tuition free from discrimination, harassment, bullying, or victimisation.

All pupils will be treated fairly regardless of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership status
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

11. Complaints

Any safeguarding-related complaint will be handled in accordance with the Girling Driver Training Complaints Policy.

Concerns may be reported directly to:

Email: keith.girling@outlook.com

Telephone: 07973305598

Post: 11 Vernon Avenue, Newark NG24 1PG

12. Policy Review

This policy will be reviewed annually or sooner if legislation, guidance, or business practices change.

Policy Version: 1.0

Effective Date: 16th June 2026

Review Date: 16th June 2027