



Safeguarding Policy

Document security classification: Staff

Purpose and Scope

Hughes Driver Training Ltd is committed to operating a proactive and reactive approach towards safeguarding the welfare adults who, through the delivery of our services, we have some form of contact with. This is also applicable to staff and volunteers.

We will:

- Promote positive personal welfare and safety
- Provide support (including utilising signposting)
- Respond promptly and effectively to any concerns

The protection of children, young people and adults is set out in legislation and guidance, such as: Working Together to Safeguard Children 2015; Children Act 1989 & 2004; The Children (Northern Ireland) Order 1995; Children (Scotland) Act 1995; Children and Young People (Scotland) Act 2014; Social Services and Wellbeing (Wales) Act 2014; Human Rights Act 1998; Care Act 2014; Adult Support and Protection (Scotland) Act 2007; Protection of Older People in Wales 2014; Safeguarding Vulnerable Adults: A Shared Responsibility 2010 (Northern Ireland); The Counter-Terrorism and Security Act 2015; The Prevent Duty (England, Wales and Scotland). (The difference of legislation across the four nations in the UK is recognised).

This policy has been developed to:

- Establish best practice across Hughes Driver Training Ltd
- Ensure Hughes Driver Training Ltd applies a robust safeguarding framework within legislative and guidance parameters
- Reflect Hughes Driver Training Ltd's values
- Enable all staff to act appropriately if any concerns are identified relating to the welfare of an individual
- Provide a clear process for reporting and recording concerns



“Safeguarding is everyone’s business” (Care Act 2014) and all Hughes Driver Training Ltd employees and volunteers have a responsibility regarding safeguarding towards children, young people and adults (to include clients, learners, internal and external staff). This policy provides a framework for exercising our duty of care appropriately and effectively, should any concerns be identified that may impair, or be likely to impair, someone’s development or health, quality of life, or if someone is at risk of significant harm (including all forms of abuse).

This policy, and any associated documents, applies to all employees and volunteers of Hughes Driver Training Ltd, regardless of role or position.

It is recognised that all supply chain partners providing a service for Hughes Driver Training Ltd have a requirement to have their own safeguarding policies reflecting legislative requirements and best practice. All supply chain partners must ensure their employees and subcontractors follow their policies.

This policy will be reviewed annually or following relevant developments within legislation, guidance and lessons from Serious Case Reviews (SCRs).

Roles and Responsibilities

The Safeguarding Lead retains responsibility for the overall implementation and management of this policy, alongside providing relevant reporting to the Managing director.

The Safeguarding Lead is also the Single Point of Contact (SPOC) with regards to our duties under the Prevent Strategy (2011) and is the Designated Safeguarding Officer (DSO).

They are also the lead for: Mental Capacity and Deprivation of Liberty Safeguards (DoLS); Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM).

The Managing Director has accountability for ensuring Hughes Driver Training Ltd fulfils its safeguarding responsibilities. All employees and volunteers across all divisions have a responsibility to ensure they adhere to this policy.

In addition, managers are responsible for promoting and monitoring the application of this policy across their team(s).

Regular reviews of the use and application of this policy, across all divisions and offices, will be undertaken by the Safeguarding Lead. All relevant associated policies, procedures and information will be available in the Safeguarding section available online via the company one drive.

The Safeguarding Lead is available for support and guidance regarding the application of this policy. In the absence of the Safeguarding Lead, the Deputy Safeguarding Lead will be available.

Definitions and Language

For the purposes of this policy, the following terms are defined as such:

- **Child:** “every human being below the age of 18 years”(Article 1, United Nations Convention on the Rights of the Child) Acknowledgement that Adult Support and Protection (Scotland) Act 2007 states adult “means a person aged 16 or over” (Section 53(1))
- **Young people:** The United Nations uses ‘young people’ to refer to those aged between 15 and 24 years.
- **Adult:** an adult is aged 18 and older. Depending on their circumstance, they may also be an ‘adult at risk’, for which this policy will use the following definition: “an adult who is an older person; or is affected by disability, illness, or physical or mental infirmity; or has an impairment of, or disturbance in, the functioning of the mind or brain; and as a result, may be unable to safeguard their own well-being, property, rights or other interests. In addition, an adult is at risk if: “another person’s conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm” (Adult Support and Protection (Scotland) Act 2007 s.3(2))
- **Safeguarding:** “the action we take to promote the welfare of children and protect them from harm” (Working Together to Safeguard Children 2013, p.7). For the purposes of this policy, ‘safeguarding’ means the action we take to promote the welfare of children, young people and adults and protect them from harm
- **Welfare:** “physical and mental health and happiness” (Cambridge Online Dictionary, 2016)
- **Concern:** anything that may cause worry about another person or contributes to a person feeling uncomfortable or unsure about the safety or welfare of someone else or themselves (including indications of potential radicalisation and expressions of extremist views)
- **Harm:** “ill-treatment or the impairment of health or development” (Children Act 1989 s.31(9 & 10)). For the purposes of this policy, this definition is applied to children,



... people and adults. This policy also recognises that harm applicable to children ... people includes "impairment suffered from seeing or hearing the

- ill-treatment of another" (Children Act 1989 as amended by Children and Adoption Act 2002) The definition of harm also includes abuse in all its forms and bullying. For the purposes of this policy, the following types of abuse and bullying, as provided by the Social Care Institute for Excellence (SCIE) for adults (2016), and as provided by the National Society for Prevention of Cruelty to Children (NSPCC) for children and young people (2016) are recognised:

The definition of concerns includes:

Adults	Children and Young People
Neglect or acts of omission	Neglect
Sexual Abuse	Sexual abuse
Physical abuse	Physical abuse
Domestic abuse	Domestic abuse
Psychological / Emotional abuse	Emotional abuse
Financial or material abuse	Online abuse
Modern Slavery	Child sexual exploitation (CSE)
Discriminatory abuse	Female Genital Mutilation (FGM)
Organisational or institutional abuse	Bullying and Cyberbullying
Self - neglect	Child trafficking
Hate crime	Grooming
	Harmful sexual behaviour

For full definitions of these, refer to the Safeguarding Guidance document.

The above table does not provide an exhaustive list of concerns that are relevant to this policy.

Other concerns to be noted can include:

- Homelessness
- Depression
- Suicidal thoughts and intent
- Self-harm or injury
- Eating disorders
- Use of substances



lying
ation.

It is recognised that abuse and bullying can occur online for adults as well as for children and young people.

Confidentiality

Hughes Driver Training Ltd is not afforded powers of being able to keep private any information relating to a safeguarding concern. Therefore, a key component to any professional relationship between Hughes Driver Training Ltd employees and members of the public accessing our services is the sharing of our confidentiality status: i.e. If a concern is identified or raised, that indicates a child, young person or adult is being harmed, or is at risk of being harmed, or requires additional support, that concern will be shared with a manager.

This may also result in a referral to an external agency, such as health services, the police or social services. No concerns relating to a potential safeguarding issue can be kept private.

This policy recognises information sharing is a significant element to effective safeguarding practice: “Early sharing of information is the key to providing an effective response where there are emerging concerns” (Care and Support Statutory Guidance 2014, p. 239, s.14.34). When information relating to a concern is shared, it must be: within the values and principles of care and trust; safety and dignity; on a ‘need to know’ basis and within information sharing guidelines. (For more details, see Safeguarding Guidance document).

Actions

All concerns relating to the safeguarding of children, young people and adults must be recorded and appropriate actions taken in a timely manner. In the first instance, information relating to the concern will be shared with the safeguarding Lead (in required situations, it will be emergency services). Details on time scales can be found in the Safeguarding Guidance documents. All concerns must be reported via the Concern Report Form, available online via the company one drive. All reports are sent to gary@hughesdrivertraining.co.uk which in turn go to the Safeguarding Lead and Deputy.

Data Protection

All information relating to concerns will be stored and monitored in line with Hughes Driver Training Ltd Data Protection and Document Retention policies. The information must be viewed only by relevant persons and on a ‘need to know’ basis.



Employees will be recruited and selected according to the Hughes Driver Training Ltd Recruitment and Selection Policy, reflecting best practice recommendations from guidance such as The Warner Report (1992), the Bichard Enquiry (2004), and lessons identified in Serious Case Reviews (SCR). All relevant positions within Hughes Driver Training Ltd will be subject to satisfactory checks, including references, employment checks and with the Disclosure and Barring System (DBS) Check (England and Wales), Disclosure Scotland and Access NI (Northern Ireland), where required.

Training and Awareness

- All Hughes Driver Training Ltd employees and volunteers will receive training on safeguarding awareness, through a combination of online and face-to-face training, with ongoing support being provided by the line manager and the Safeguarding Lead
- Updated alerts will be included in regular communications to staff and supply chain partners
- Safeguarding awareness will feature in Personal Development Reviews (PDRs)
- All offices will have safeguarding posters clearly on display for staff and members of the public
- People accessing our services will be made aware of our safeguarding policy verbally and through written format

Contact Details

Safeguarding Lead / Designated Safeguarding Officer / Single Point of Contact:

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