



1. Safeguarding Policy

1.1 Policy Statement

Hughes Driver Training is committed to safeguarding the welfare of all learners, staff, and visitors.

We recognise our responsibility to protect vulnerable adults from harm, abuse, neglect, and exploitation, and to create an environment where everyone feels safe and respected.

1.2 Scope

This policy applies to:

- All employees, contractors, and volunteers.
- All learners, applicants, and visitors.
- All company locations, online training environments, and work-related activities.

1.3 Key Principles

- Safeguarding is everyone's responsibility.
- All concerns will be taken seriously, acted on promptly, and handled confidentially.

1.4 Designated Safeguarding Lead (DSL)

- **Rosie Richardson** – DSL
Email: besafe@hughesdrivertraining.co.uk
Tel: **07454 802290**

1.5 Reporting Concerns

- Report any safeguarding concerns immediately to the DSL
- If there is immediate danger, contact **999** first.
- Record details accurately and factually.

1.6 Types of Abuse

Includes physical, emotional, sexual, financial abuse, neglect, discrimination, radicalisation, and online exploitation.

1.7 Breaches of Policy

Failure to report or act on safeguarding concerns may result in disciplinary action or removal from the programme.

1.8 Review

This policy is reviewed annually or sooner if legislation or guidance changes.

2. Prevent Policy

2.1 Policy Statement

Hughes Driver Training is committed to supporting the Government's **Prevent Duty** to safeguard learners and staff from the risk of radicalisation and extremism.

2.2 Scope

Applies to all staff, contractors, and learners across all training locations and online platforms.

2.3 Objectives

- Identify those at risk of radicalisation.
- Provide a safe environment where learners can discuss and challenge extremist ideas.
- Ensure staff are trained to recognise signs of radicalisation.

2.4 Signs of Concern

- Expressing extremist views or support for terrorist groups.
- Sudden changes in behaviour, appearance, or peer groups.
- Increased isolation or withdrawal.

2.5 Reporting Concerns

- Raise concerns with the DSL (or Deputy DSL) immediately.
- DSL will decide if a referral to the local Prevent team or police is required.
- Urgent threats must be reported to **999**.

2.6 Training

- All staff complete **Prevent Awareness Training** annually.
- Records of training are kept for compliance.

2.7 Review

Reviewed annually in line with **Counter-Terrorism and Security Act 2015** requirements.

3. Safer Recruitment Policy

3.1 Policy Statement

Hughes Driver Training is committed to safeguarding learners through safe recruitment practices that prevent unsuitable individuals from working with vulnerable adults.

3.2 Scope

Applies to all recruitment of employees, contractors, and volunteers who have contact with learners.

3.3 Principles

- All roles with learner contact are subject to **enhanced DBS checks**.
- At least two references must be obtained and verified before appointment.
- Gaps in employment history must be explained and verified.
- Identity, right-to-work, and qualification checks are mandatory.

3.4 Recruitment Process

1. **Advertising** – Clearly states commitment to safeguarding and requirement for DBS.
2. **Application** – All applicants are pre-screened by phone, licence checked and have a face to face or video call for the second interview.
3. **Shortlisting** – Based on skills, qualifications, and safeguarding suitability.
4. **Interview** – Includes safeguarding-related questions.
5. **Pre-Employment Checks** – DBS, references, identity, qualifications.
6. **Induction** – Includes safeguarding and Prevent training.

3.5 Record Keeping

All recruitment records, DBS certificates, and training logs are stored securely in compliance with GDPR.

3.6 Review

This policy is reviewed annually or sooner if safeguarding legislation changes.

V1 - Document Owner: Rosie Richardson

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Next Review Date: Sept 2026

