

Gloucestershire Advanced Motorists



Safeguarding Policy and Procedures

Version	V2.0
Author	Rod Harrison
Owner	Rod Harrison
Status	Published

History and Revisions				
Version	Created By	Classification	Date	Date Published
V1.0	Rod Harrison	Restricted	30 Nov 2018	
V2.0	Rod Harrison	Published	03 Dec 2018	03 Dec 2018

Safeguarding Policy and Procedures

Name of organization: Gloucestershire Advanced Motorists

1. Introduction	<p>Gloucestershire Advanced Motorists makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Gloucestershire Advanced Motorists comes into contact with children and / or adults in need of care and support through the following activities: <i>Advanced Driver coaching</i></p> <p>The types of contact with children and / or adults in need of care and support will be regulated contact to administer advanced driver coaching to persons aged 17 years and upwards on a 1-to-1 basis as well as seminar and club social activities, and Controlled activities during administration of the above activities.</p> <p>This policy seeks to ensure that Gloucestershire Advanced Motorists undertakes its responsibilities with regard to protection of children and / or adults in need of care and support and will respond to concerns appropriately. The policy establishes a framework to support volunteers in their practices and clarifies the organisation's expectations.</p>
------------------------	--

2. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or adults in need of care and support wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Bullying
- Financial (or material) abuse
- Radicalisation
- Discriminatory abuse
- Self Neglect
- Modern Slavery
- Domestic Abuse
- Institutional Abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of an adult in need of care and support

the Care Act 2014, which covers England, defines the person who should be subject of a safeguarding enquiry as an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and;
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

3. Responsibilities

All Group Trustees and Observers have a responsibility to follow the guidance laid out in this policy, and to pass on any welfare concerns using the required procedures. We expect all volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

Trustees have a responsibility to ensure: that a Safeguarding policy is in place, appropriate and available to all volunteers in contact with potentially vulnerable persons.

The Group Chairman is responsible for:

- Implementation of the Policy and to ensure that it is accessible by all volunteers likely to be in contact with potentially vulnerable persons.
- The Policy is monitored and reviewed appropriately.
- Promoting the welfare of children and adults in need of care and support.
- Ensuring that volunteers have appropriate training and information.
- Receiving volunteer concerns about safeguarding and respond to them seriously, swiftly and appropriately.
- Keeping up to date with local arrangements for safeguarding and DBS.
- Developing and maintaining effective links with relevant agencies.
- Reporting concerns where necessary to IAM RoadSmart Area Service Delivery Manager.

The Chief Observer and Associate Coordinator are responsible for:

- Bringing any concerns on safeguarding to the Group Chairman and responding appropriately in the first instance.
- Ensuring that this policy and the relevant contents of the IAM RoadSmart Group Handbook are brought to the attention of all Observers and included in the Observer training course.

4. Implementation Stages

The scope of this Safeguarding Policy in practice will be implemented in accordance with IAM RoadSmart policies as follows:

- IAM RoadSmart does not currently require Observers to be registered under the Disclosure and Barring service.
- Conduct of volunteers within Gloucestershire Advanced Motorists is governed by the IAM RoadSmart Group Handbook and in particular the section entitled CODE OF CONDUCT.
- Complaints will always be dealt with in accordance with the IAM RoadSmart Complaints procedure.
- Observers carrying out 1-to-1 coaching with Associates are to be particularly careful with children under the age of 18 or vulnerable adults.
- **Data Protection:** All member and Associate data is held securely in accordance with the Group Data Protection Policy presently in force.
- **Recruitment:** This policy will be brought to the attention of all new Trustees and Observers joining the group.
- Safeguarding will be a permanent item on the Committee meeting and Observer meeting agendas.

<p>5. Communication training and support</p>	<p>Gloucestershire Advanced Motorists commits resources for induction, training of volunteers, effective communications and support mechanisms in relation to Safeguarding</p> <p>Training will include:</p> <ul style="list-style-type: none">• introduction to the IAM RoadSmart Group Handbook• Introduction to the Group Data Protection Policy• Introduction to this Safeguarding Policy <p>Communications and discussion of safeguarding issues</p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none">• Committee Meetings• Observer Meetings <p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for volunteers concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none">• Debrief with Group Executive• Support from IAM RoadSmart if required
---	---

6. Professional boundaries	<p>Professional boundaries are what define the limits of a relationship between a volunteer and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Gloucestershire Advanced Motorists expects members to protect the professional integrity of themselves and the organization in accordance with the IAM RoadSmart Group Handbook section on Code of Conduct.</p>
7. Reporting	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Gloucestershire Advanced Motorists</p> <p style="text-align: center;">Communicate your concerns with Chief Observer or Chairman</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">if needed seek advice from the Children and Families helpdesk or Adults helpdesk</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Inform IAM RoadSmart Area Service Delivery Manager of the concerns so that the communications and legal team can respond if required.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Feedback results to IAM RoadSmart Area Service Delivery Manager</p>

<p>8. Allegations Management</p>	<p>Gloucestershire Advanced Motorists recognises its duty to report concerns or allegations against its volunteers within the organisation.</p> <p>The process for raising and dealing with allegations is in accordance with the IAM RoadSmart Complaints procedure in the Group Handbook</p> <p>Gloucestershire Advanced Motorists recognises its legal duty to report any concerns about unsafe practice by any of its volunteers to the Independent Safeguarding Authority (ISA), Safeguarding Children Services Local Authority Designated Officer (LADO) 01452 426994, or (for adults) the Adult Helpdesk 01452 426868</p>
<p>9. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the Group Data Protection Policy.</p> <p>All volunteers must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and adults in need of care and support may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Group Chairman.</p> <p>All volunteers must be aware that they cannot promise service users or their families/ carers non-disclosure.</p>
<p>10. Conflict resolution and complaints</p>	<p>In the event of conflict, the Chairman will escalate the issue to the IAM RoadSmart Area Service Delivery Manager</p>
<p>11. Communicating and reviewing the policy</p>	<p>Gloucestershire Advanced Motorists will make clients aware of the Safeguarding Policy through public notices.</p> <p>This policy will be reviewed by the Group Chairman every 3 years and when there are changes in legislation</p> <p>.</p>