



CHILD SAFETY POLICY

Helpful Driving School

Driver Training Organisation – Learners Under 18 Years

1. Purpose

This policy outlines our organisation's commitment to ensuring the safety, wellbeing, and empowerment of all children and young people participating in driver training services. We adopt and implement the 10 Child Safe Standards to create a safe, respectful, and supportive learning environment.

2. Scope

This policy applies to all staff, instructors, contractors, volunteers, students under 18 years of age, and their families engaging with our services.

3. Commitment to Child Safety

We are committed to:

- Zero tolerance for child abuse or harm
 - Acting in the best interests of the child at all times
 - Creating environments where children feel safe, respected, and heard
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4. Child Safe Standards Implementation

4.1 Leadership, Governance and Culture

Child safety is embedded in all aspects of our organisation.

- Child safety is a core organisational value
 - Policies and decision-making reflect this commitment
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4.2 Children and Young People are Informed and Involved

We empower learners by:

- Informing them of their right to feel safe during lessons
 - Explaining appropriate and inappropriate instructor behaviour
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4.3 Families and Communities are Informed and Involved

Parents/guardians may:

- Attend lessons where appropriate
 - Access lesson details including time, location, and instructor
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4.4 Equity and Respect for Diversity

We ensure inclusive practices by:

- Supporting learners with disabilities
 - Respecting cultural, linguistic, and religious diversity
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4.5 Suitability and Support of Personnel

All personnel must:

- Hold a valid Working With Children Check (Blue Card – QLD)
 - Maintain appropriate driving instructor accreditation
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4.6 Complaints and Concerns Management

We provide accessible reporting pathways:

- Phone and email.

Complaints may be made by:

- Students
- Parents/guardians

All concerns are:

- Taken seriously
- Responded to promptly
- Documented and managed confidentially

4.7 Staff Training and Awareness

All staff are able to:

- Recognising signs of abuse or distress
- Maintain professional boundaries
- Managing one-on-one environments safely

4.8 Safe Physical and Online Environments

We minimise risks by:

- Using dash cameras where appropriate
- Avoiding isolated or unsafe lesson locations
- Restricting communication to approved business channels only

4.9 Continuous Review and Improvement

We regularly review child safety practices through:

- Policy reviews
- Instructor performance audits
- Feedback from students and families

Improvements are made based on findings and incident reports.

4.10 Documentation and Procedures

We maintain clear policies covering:

- Code of conduct
 - Acceptable communication
 - Complaint handling
 - Incident reporting
 - Supervision and lesson procedures
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5. Additional Driver Training Safeguards

Due to the one-on-one nature of driving lessons, we implement:

- No unscheduled lesson changes without parent/guardian notification
 - Approved pick-up and drop-off locations only
 - Clear guidelines on physical contact (safety-related only)
 - Prohibition of dual relationships between instructors and students
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6. Compliance Checklist

- Blue Card verification completed for all staff
 - Child Safety Policy implemented and accessible
 - Staff trained in child safety requirements
 - Complaint handling system operational
 - Lessons monitored and recorded where applicable
 - Parents/guardians informed and engaged
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7. Review

This policy will be reviewed annually or following any child safety incident, legislative change, or organisational update.

Approved by: Ian Grasmeder

Position: Owner/Operator

Date: 01/04/26