

Headway Driver Training

Child Safety and Wellbeing Policy

1. Purpose

This policy outlines the commitment of this driver training business to ensure the safety, wellbeing, and protection of children and young people (including those aged 16–18) in accordance with Queensland Child Safe Standards.

2. Scope

This policy applies to all driver trainers, employees, contractors, and any person engaged in providing services for Headway Driver Training to young people under 18 years of age.

3. Commitment to Child Safety

We have zero tolerance for child abuse, harm, or exploitation. We are committed to: - Creating a safe, respectful, and supportive learning environment - Actively identifying and managing risks to young people - Listening to and empowering young people - Taking all concerns and complaints seriously

4. Definition of Harm

Harm includes physical, emotional, psychological, and sexual abuse, neglect, grooming, and exposure to family or domestic violence.

5. Risk Environment (Driver Training Context)

We acknowledge that driver training involves: - One-on-one interaction between an adult and a young person - Enclosed vehicle environments - Potentially isolated or low-visibility locations

These factors require specific safeguards as outlined in this policy.

6. Roles and Responsibilities

Driver Trainers must: - Hold a current Blue Card - Comply with this policy and Code of Conduct - Maintain professional boundaries at all times - Report any concerns, disclosures, or incidents

7. Recruitment and Screening

All trainers must: - Hold a valid Working With Children Check (Blue Card) - Provide proof of identity - Be assessed as suitable to work with young people

8. Training and Awareness

All trainers must complete appropriate child safety awareness training, including: - Recognising signs of harm and grooming - Responding to disclosures - Understanding reporting obligations

9. Risk Management Controls

The following controls are mandatory: - Lessons must be logged (time, duration, pick up and drop off location) - No unnecessary deviations from planned lessons - Avoid isolated locations unless required for training - Maintain professional communication at all times

10. Communication with Young People

- Communication must occur via business-approved channels only
- No private social media contact
- No late-night or inappropriate messaging

11. Empowering Young People

Students will be informed of: - Their right to feel safe - What appropriate behaviour looks like - How to raise concerns

12. Complaints and Reporting

We maintain a clear and accessible complaints process: - All concerns will be taken seriously - Confidentiality will be respected - Mandatory reporting obligations will be followed

13. Record Keeping

We maintain records of: - Blue Cards - Training completion - Signed Code of Conduct - Lesson logs - Incidents and complaints

14. Review

This policy will be reviewed annually or following any incident.

Headway Driver Training

Code of Conduct for Driver Trainers

1. Expected Behaviour

Driver trainers must: - Treat all young people with respect and professionalism - Maintain clear professional boundaries - Follow all safety procedures - Act as a positive role model

2. Professional Boundaries

Trainers must NOT: - Develop personal or intimate relationships with students - Engage in favouritism or special treatment - Share personal or inappropriate information

3. Physical Contact

- Only permitted where necessary for safety (e.g. preventing an accident)
- Must be minimal and appropriate

4. Communication Rules

Trainers must: - Use business communication channels only - Keep communication relevant to training

Trainers must NOT: - Contact students via personal social media - Send personal, flirtatious, or inappropriate messages

5. One-on-One Training Requirements

- Start and finish times and locations must be recorded
- Avoid isolated areas where possible

6. Prohibited Conduct

The following is strictly prohibited: - Grooming behaviour - Sexual comments or jokes - Inappropriate touching - Being under the influence of drugs or alcohol

7. Responding to Concerns

Trainers must: - Take all concerns seriously - Report any suspected harm immediately - Not investigate independently

8. Breaches of the Code

Any breach of this Code may result in: - Disciplinary action - Termination of engagement - Reporting to relevant authorities

9. Acknowledgement

I acknowledge that I have read and understood this policy and agree to comply with it.

Name: ____S Conway_____

Signature: ____Signed_____

Date: ____17/3/2026_____