

### **Including standards of appropriate behaviour for motor driving instructors**

Caring for children and young people brings additional responsibilities for Motor Driving Instructors.

All Motor Driving Instructors are responsible for promoting the safety and well-being of children and young people by:

- Adhering to the Motor Driving Instructor child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- Treating everyone with respect and honesty (this includes fellow Instructors, children, young people and parents)
- Treating all children and young people equally regardless of age, gender, cultural background, religion, vulnerability or sexuality.
- Remembering to be a positive role model to children and young people in all your conduct with them.
- Setting clear boundaries about appropriate behaviour between them selves and the children and young people they work with as a Motor Driving Instructors – boundaries help everyone to carry out their roles well.
- Listening and responding appropriately to the views and concerns of children and young people.

- Reporting suspected child abuse and neglect to the **Child Abuse Report Line on 13 14 78** as soon as practicable.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents or guardians.
- Ensuring the following Standards of Appropriate Behaviour for Motor Driving Instructors are strictly adhered to at all times.

Standards of Appropriate Behaviour for Motor Driving Instructors

**Appropriate Behaviour**

**Inappropriate Behaviour**

**Using** encouraging, positive words and a pleasant tone of voice.

**Using** insulting words or giving feed back in a negative way.

**Encouraging** children and young people to 'Follow' informative, driving related Social Media pages, blo

**Connecting** or becoming friends through any form of Social Media that allows sharing of personal imag

**Time** spent with the children or young people is focussed on the agreed training.

**Spending** time with children and young people beyond what is necessary to conduct the agreed training.

**Communicating** with children, young people and their parents or guardians in a professional manner.

**Sending** inappropriate emails or messages via SMS or other messaging media.

**Meeting** / dropping off children or young people at their home (where parents / guardians are likely to b

**Meeting** or dropping off children or young people in secluded locations or at a location not of their choic

Encouraging parent or guardian involvement in the training process.

Discouraging parent or guardian involvement in the training process.

A professional, 'meet and greet' hand shake.

Any other form of physical touching.

Allowing children and young people their own personal space.

Invading a child or young person's personal space.

Teaching how to operate air conditioning controls to create a comfortable cabin temperature.

Encouraging the removal of an article of clothing 'because it is hot'.

Treating all children and young people in an equal, non-preferential way.

Developing 'special' relationships which could be seen as favouritism or special treatment.

**Always** referring to children and young people in an appropriate way.

**Participating** in work or social conversations that refer to children and young people inappropriately.

**Asking** driver training related questions like: Have you been driving lately? Where did you go driving?

**Asking** unrelated questions like: Have you been to the beach lately? Which beach do you go to?