

## St Helens Group of Advanced Motorists Guidelines for the personal safety of Observers, Associates and Members of the Public

- The Associate Co-ordinator or his/her representative should record all Observed Runs, Demonstration Drives and free Public Assessment drives conducted by Observers on behalf of the Group.
- Meeting places for Observed Runs, Demonstration Drives and free Public Assessment drives MUST be in well lit public areas.
- There MUST be no physical contact between Observers and Associates/Members of the public apart from welcome and good-bye handshakes. Handshakes are optional and are left to the discretion of Observers.
- Observers MUST be professional throughout all Observed Runs, Demonstration Drives and Public Assessment drives. The sharing of some personal information is inevitable since this plays an integral part in relaxing Associates and members of the public but this should be kept to a minimum.
- Associates, Observers and members of the public MUST not use inappropriate gestures or language at any time whether this be swearing, personal remarks or sexual innuendo. If in doubt as to any offence being taken by any party, then inform the Associate Coordinator.
- Observers MUST treat personal information given to them by an Associate or a member of the public as confidential unless they have a Duty in Law to report the information to the Police or a Duty of Care to the St. Helens Group in which case they MUST report the information to the Associate co-ordinator.
- For an Observed Run, Demonstration Drive or Public Assessment drive at any time, an Observer/Associate/member of the public should be given the opportunity to request a chaperon.
- For Observers, there may be occasions when they are with vulnerable individuals or those under 18-years-old. On each of these occasions, a parent or guardian of the young/vulnerable person MUST accompany them. They MUST not find themselves on their own with vulnerable individuals or those under 18-years-old in any situation, whilst undertaking activities on behalf of IAM RoadSmart.