



# **Connected Persons Policy for Drivers & Passenger Assistants**

Terago Ltd

Glass Pod 5

Airport House  
Purley Way  
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**Co Reg No:** 10565119

**VAT Reg No:** 302945811

**TfL Operator Licence No** 009648

## **Purpose of the Policy**

We like to ensure that our Driver and Passenger Assistant crews are truly independent and that there are no external, personal or family connections that may lead to undue pressure being placed upon a driver or passenger assistant that could prevent a disclosure of important information, particularly with regard to safeguarding issues. Whilst we have a detailed whistleblowing policy in place, we understand that other connections between crew members may prevent individuals coming forward with information that they would otherwise rightly and properly divulge.

## **Policy Summary**

It is our policy not that connected *persons (relatives (including in-laws), spouses, partners, business partners, or persons co-habiting)* may not work on the same crew without prior consent from the Operations Director.

Where the Operations Director considers that an exception from this policy is justified he should ensure that this information is shared with Councils or other Organisations for whom the run is undertaken.

## **Duty of Disclosure**

Whilst we will normally always make enquiries into any connection between crew members prior to assigning a route or run, there remains a duty of disclosure on all Drivers and Passenger Assistants working with us to inform the Operations Director where an connection exists or a new connection is established.

Revised 29/03/2023

Signed



David Lane

Director

Next Review Due: 29<sup>th</sup> March 2024