



## **SAFEGUARDING POLICY**

### **SCOPE**

This policy is applicable to all employees of Transport Service Solutions Ltd.

### **AIMS**

To protect children and young people who receive transport or highway services.

To provide employees and parents with the overarching principles that guides our approach to child protection.

To raise employee and contractor awareness by ensuring the NSPCC safeguarding training is undertaken by all new employees and refreshed every 3 years thereafter.

### **Definitions**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means: protecting children from abuse and maltreatment. Preventing harm to children's health or development. Ensuring children grow up with the provision of safe and effective care.

Other definitions of safeguarding children include, but are not exhaustive, Neglect

Child Sexual Exploitation (CSE)

Domestic abuse/violence

Prevent, Radicalisation and Extremism

### **We believe that:**

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to operate in a way that protects them.

### **We recognise that:**

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse

- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**(Prevention) We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know.
- Creating and maintaining an anti-bullying environment and ensuring that we have a procedure in place to report any concerns to a school or agency.
- Recruiting staff and contractors safely, ensuring all necessary checks are made
- Providing effective management for employees through supervision, support, training and quality assurance measures
- Implementing a code of conduct for staff and contractors
- Using our procedures to manage any allegations against staff and contractors appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for the children and young people we transport, staff and contractors, by applying health and safety measures in accordance with the law and regulatory guidance
- Recording and storing information professionally and securely following the principles and policies for data as set out for the requirements of GDPR and undertaking protecting and managing information course on the Ceintranet (see appendix 5)
- Ensuring all information that is received is shared confidentially when appropriate and the asset register is regularly reviewed for retention requirements.

## **Staff training and Updates**

All employees and contractors delivering services on behalf of TSS will have undertaken the NSPCC online training and provided evidence of their certificate. Training should be updated every three years.

Employees and contractors working directly with children will be subject to the relevant DBS checks.

## **Transporting Children on behalf of Cheshire East.**

Transport Service Solutions (TSS) apply the Compulsory School Age Education Travel Policy (appendix 6) which sets out the travel assistance provided for Cheshire East resident children and how we apply that policy.

Annex A (page 15 of the policy) provides additional details for children with an Educational Health and Care Plan (EHCP).

Any transport requests received by TSS from Cheshire East Council will take into consideration the child's individual needs and if they may require a specific type of vehicle or adaptation to help facilitate their travel.

## **Safeguarding Issues**

If there are any concerns regarding a child's safety or welfare then this should be referred to the safeguarding lead immediately. A safeguarding issue could be but is not limited to:

- If you are worried that the child may be directly or indirectly affected by incidents of domestic abuse or violence.
- Inappropriate conversations which could include dialog of a sexual nature.
- Signs of neglect which could include malnutrition, begging, stealing or hoarding food. Poor hygiene, matted hair, dirty skin or body odour. Unattended physical or medical problems. Comments from a child that no one is home to provide care.

Additional information around spotting the signs of child abuse can be found on the NSPCC website and is provided in the online training course induction. (appendix 7)

## **Concerns/Reporting**

If a concern is raised regarding a child's welfare phone ChECS on **0300 123 5012 (option 3)** Callers will be directed to a Unit Coordinator who will ask if the concerns are early help or safeguarding. You will then be directed to either Practitioner Support Officer (EHB) for Early Help concerns or a Social Worker (ChECS) for safeguarding concerns. The worker will gather your information and advise you of the next step.

If you need to contact someone out of hours and you believe it to be an emergency that can't wait, please call our Emergency Duty Team on **0300 123 5022**

## **Allegations against adults who work with children and young people**

If an allegation of abuse is made against an employee, or contractor then please let your designated safeguarding lead know who will then contact [Local Authority Designated Officer \( LADO\) on 01606 288931](#). Children's Services must also be informed about the allegation.

## **Contact details**

### **Senior lead for safeguarding and child protection**

Responsibilities include managing and reporting concerns about children to the Local Authority Designated Officer and making sure the Safeguarding Policy is adhered to.

Name: Clair Kiffin

Phone/email: 01270 371 490 [clair.kiffin@transportervicesolutions.co.uk](mailto:clair.kiffin@transportervicesolutions.co.uk)

In the event that the senior lead for safeguarding is unavailable then please refer to the **Deputy lead for safeguarding and child protection**

Name: Trevor Robinson

Phone/email: 01270 371 493 [trevor.robinson@transportervicesolutions.co.uk](mailto:trevor.robinson@transportervicesolutions.co.uk)

Board Member for TSS

Name: Kevin Melling

Phone/email: 01270 686016 [kevin.melling@ansa.co.uk](mailto:kevin.melling@ansa.co.uk)

### **Independent Safeguarding Chair, Children & Families**

Name: Melanie Campbell

Phone/Email: 01606 288 931 [LADO@cheshireeast.gov.uk](mailto:LADO@cheshireeast.gov.uk)

**Cheshire East Domestic Abuse Hub** 0300 123 5101

**NSPCC Helpline** 0808 800 5000

## **Appendices**

### **Related policies and procedures**

TSS Whistleblowing Policy

TSS Code of conduct December 2019

TSS Safer Recruitment Policy

1. Cheshire East Safeguarding Practice

[https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/early-years-and-childcare/info-for-providers/eyc-practice-information/delivering-childcare/safeguarding\\_and\\_welfare/safeguarding\\_policy\\_and\\_socco.aspx](https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/early-years-and-childcare/info-for-providers/eyc-practice-information/delivering-childcare/safeguarding_and_welfare/safeguarding_policy_and_socco.aspx)

2. Working Together to safeguard Children 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

3. What to do if you are worried a child is being abused

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

4. Keeping Children Safe in Education 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf)

5. Data Protection Policy

[http://cedocs.ourcheshire.cccusers.com/\\_layouts/15/WopiFrame.aspx?source=doc=/Documents/Data%20Protection%20Policy.doc&action=default](http://cedocs.ourcheshire.cccusers.com/_layouts/15/WopiFrame.aspx?source=doc=/Documents/Data%20Protection%20Policy.doc&action=default)

6. Compulsory School Age Education Travel Policy  
<https://www.cheshireeast.gov.uk/pdf/schools/school-travel-policies/compulsory-school-age-travel-policy.pdf>

7. NSPCC  
<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

We are committed to reviewing our policy and good practice **annually**.  
This policy was last reviewed on:

Signed: 

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date: .....25/02/20