

## **SAFEGUARDING POLICY**

### **1. Scope**

This policy is applicable to all employees of Ansa Transport.

### **2. Aims**

To protect children and young people who receive transport services.

To provide employees and parents with assurance through 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.

### **3. 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

### **4. How Ansa Transport will safeguard children and young people**

#### **4.1 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

#### **4.2 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

#### **4.3 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 CEntranet (**see appendix 4**)
- Ensuring all information that is received is shared confidentially when appropriate and the asset register is regularly reviewed for retention requirements

## **5. Staff training and Updates**

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

5.2 Employees and contractors working directly with children (including commercial business bookings will be subject to the Enhanced DBS checks.

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

6.1 Ansa Transport uses its fleet to provide transport following instruction from Cheshire East Council, who determine entitlement in line with the Compulsory School Age Education Travel Policy (**appendix 5**). The policy sets out the travel assistance provided for Cheshire East resident children and annex A (page 15 of the policy) provides additional details for children with an Educational Health and Care Plan (EHCP).

6.2 Prior to making any transport requests, Cheshire East Council will take into consideration the child's individual needs and identify any specific vehicle equipment or adaptations that may be required to help facilitate the child's journey to/from school.

## **7.0 Safeguarding Issues**

7.1 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.

7.2 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 6**).

## **8.0 Concerns/Reporting**

8.1 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.

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

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

9.1 If an allegation of abuse is made against an employee, or contractor, you must inform your designated safeguarding lead who will then contact the [Local Authority Designated Officer \(LADO\) on 01606 288934](#).

Children's Services must also be informed about the allegation:

Name: Sally Ashworth, Interim Head of Service, Pupil Participation & Support

Phone/Email: 01270 375277 [sally.ashworth@cheshireeast.gov.uk](mailto:sally.ashworth@cheshireeast.gov.uk)

## **10.0 Contact details**

### **10.1 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: Sarah Tunstall

Phone/email: 01270 371480 [sarah.tunstall@ansa.co.uk](mailto:sarah.tunstall@ansa.co.uk)

### **10.2 Deputy lead for safeguarding and child protection**

Responsible in the event that the senior lead for safeguarding is unavailable

Name: Melanie Henniker

Phone/email: 01270 686648 [melanie.henniker@ansa.co.uk](mailto:melanie.henniker@ansa.co.uk)

### **10.3 Board Member for Ansa Transport**

Name: Kevin Melling

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

### **10.4 Children's Safeguarding and Quality Assurance Unit**

Phone/Email: 01606 288 934 [LADO@cheshireeast.gov.uk](mailto:LADO@cheshireeast.gov.uk)

### **10.5 Cheshire East Domestic Abuse Hub**

Phone 0300 123 5101

### **10.6 NSPCC Helpline**

Phone 0808 800 5000

## 11.0 Related policies and procedures

Ansa Whistleblowing Policy February 2021

Ansa Code of conduct November 2021

Ansa Recruitment Policy & Procedure February 2020

## 12.0 Appendices

1. 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)

2. 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)

3. Keeping Children Safe in Education 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1021914/KCSIE\\_2021\\_September\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)

4. 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)

5. Compulsory School Age Education Travel Policy

<https://www.cheshireeast.gov.uk/pdf/schools/school-travel-policies/compulsory-school-age-travel-policy.pdf>

6. NSPCC

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

7. Cheshire East Safeguarding

<https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-checs/safeguarding-unit.aspx>

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed: April 2022

Signed: 

Date: 01/04/2022