



## SAFEGUARDING STATEMENT OF SUSSEX COACHES

Sussex Coaches recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe environment in which children feel safe and secure. How we deliver our business is therefore critical to ensuring that children feel safe being transported between school and home.

From the initial recruitment process we are focused on ensuring we have the right candidate for the position and that their motivation for the role is suitable. We check references with prior employer and all staff have had an Enhanced DBS check, which is tracked and renewed annually.

All staff are made aware, that some young people and children have a number of difficulties that they are attempting to resolve. Staff need therefore, to be alert to changes in a Child's behaviour bringing such changes to the attention of a school or authorised body.

Providing reassurance is also important. Having the same driver can provide the children or young person with an additional feeling of safety. Staff are not permitted to touch or engage in inappropriate discussion with children/young persons in their charge. Should young persons or children seek to engage with staff in an inappropriate way, in person or via avenues such as social media, Staff are instructed to report that to a duty manager who will then inform the school. We aim to provide suitable information to our staff to enable to work within the correct professional boundaries.

All staff have been issued with guidelines offered by West Sussex County Council to assist with their understanding of how to work with children and vulnerable adults.

All driving staff have also received Safeguarding training to enhance their understanding of the key topics involved. All management have attended both Safeguarding and safer recruitment courses.

Staff are aware of their responsibility to inform the management team or the school or where appropriate of any concerns they have over the well being or safety of a child, however insignificant it may seem as it may be part of a wider issue.

### Duty of Care Advice issued to Staff

You must report any concerns regarding the protection of children, young people and vulnerable adults to your manager at the earliest opportunity.

Who do I report to? It is vital that reports are made to the right persons. This should be your line manager or the head of the school, college or centre to which you are transporting the client.

Please remember the following:

- Never discuss with parents or carers of children.
- Never discuss with the person(s) giving direct care to the service user – adult or child.
- Never discuss with sons and daughters and other relatives of adults.
- Never discuss with anyone else other than investigating officials.

Reporting Safeguarding concerns Most Local Authorities will have a point of contact to which safeguarding concerns can be reported. Safeguarding concerns may also be reported to the Police. Make a note below of the contact telephone numbers for the geographical area where you work.

**Children's Access Point: Integrated Front Door (IFD) – 01403 229900**

**West Sussex Safeguarding Adults Board – 03302 227952**