

## **Safeguarding Policy 2020**

### **The purpose and scope of this policy**

HCT Group works with children, adults at risk and their families as part of our activities. These include providing home to school transport for mainstream and SEND children, transport for adult social care clients, community transport activity, training courses, travel training and commercial transport operations for the general public.

The purpose of this policy statement is:

- To protect children and adults at risk who receive HCT Group's services. This includes the children of adults who use our services.
- To provide parents, carers, staff and volunteers with the overarching principles that guide our approach to the protection of children and vulnerable adults.

This policy applies to anyone working on behalf of HCT Group, including senior managers, the board of trustees, paid staff, volunteers, sessional staff and agency staff. It is reviewed annually, and updated as required.

### **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and Wales including the Children's Acts of 1989 and 2004 (as amended by the Children and Social Work Act 2017), the Children and Families Act 2014 and the Care Act 2014. The related statutory guidance is 'Working together to Safeguard Children' 2018.

We believe that:

- Children and adults at risk should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and adults at risk with whom we work, to keep them safe and to practise in a way that protects them.
- Our policy and working practices should provide reassurance to service users and their parents, carers and commissioning authorities. Our central policies are designed to reflect local authority policies and procedures where relevant / appropriate.

We recognise that:

- The welfare of the child or adult at risk is paramount.
- All children and adults at risk, 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, as supported by the Equality Act 2010.
- Some children or vulnerable people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

- Working in partnership with children, adults at risk, their parents, carers and other agencies is essential in promoting their welfare.

We will seek to keep children and adults at risk safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated organisational child protection / safeguarding lead, a deputy and a lead board member for safeguarding.
- Appointing a safeguarding lead and deputy in each depot and the Learning Centre.
- Developing child protection and safeguarding policies and procedures which reflect best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, adults at risk, parents, carers and families appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise (as incorporated in our Dignity at Work policy).
- Developing and implementing an effective online safety policy and related procedures.
- Fostering a supportive environment to help protect children and adults at risk from being drawn into extremism.
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Providing appropriate induction and training so that staff feel confident in their roles.
- Implementing a code of conduct for staff and volunteers.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Fostering a culture of support and openness so that staff, volunteers, learners, apprentices and service users feel empowered to report issues or concerns.
- Recording, storing and sharing information professionally, appropriately and securely.
- Reviewing all safeguarding incidents annually with relevant managers so that we are continually learning and developing.

## **Incorporating “Prevent” into Safeguarding**

Prevent is part of a Government initiative to develop a robust counter terrorism programme; CONTEST. The UK faces a range of terrorist threats. All the terrorist groups who pose a threat to us seek to radicalise and recruit people to their cause. The Prevent strategy seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, charities, the internet and health.

With their wide-ranging responsibilities, and democratic accountability to their electorate, local authorities are vital to Prevent work. Local authorities work with their partners to protect the public, prevent crime and to promote strong, integrated communities.

HCT Group must ensure that we understand the Prevent Strategy as implemented by our Local Authority partners, and provide awareness training to front line staff so that they are aware of the risk factors and indicators.

Frontline staff should understand what radicalisation means and why people may be vulnerable to being drawn into terrorism as a consequence of it. They need to be aware of what we mean by the term “extremism” and the relationship between extremism and terrorism. They must also know how to report and document it.

Reporting concerns that a young or vulnerable person is being ‘drawn into terrorism’ should follow the reporting procedure of the Local Safeguarding Partnership, as outlined in the ‘Reporting Safeguarding Incidents’ procedure.

The Learning Centre, as a training provider, has specific responsibilities in relation to fostering shared values and promoting cohesion amongst staff, apprentices and learners. The Learning Centre follows the reporting procedures of their commissioning partners.

### **Related policies and procedures:**

This policy should be read alongside the following:

- Safeguarding reporting incidents procedure
- Managing allegations procedure
- Role of the safeguarding lead
- Dignity at work policy
- Recruitment and selection policy
- Whistleblowing policy
- Rehabilitation of offenders policy
- DBS policy
- Handling Certificate information policy

### **Roles & responsibilities**

The board member with responsibility for safeguarding is: **Jude Winter**

The senior designated lead is: **Amanda Anderson**

The senior designated deputy is: **Darren Rees**

Each operational team has their own safeguarding lead and deputy.