

Yelabus Safeguarding Policy

Yelabus makes a positive contribution to a strong and healthy community and recognises the right of every individual to stay safe. Yelabus is an organisation open at all. All staff and volunteers must respect the rights of individuals and seek to apply appropriate working practices with that aim.

The Yelabus Trustees are responsible for this policy and its regular review. Yelabus will commit appropriate resources for induction, training of staff and volunteers, effective communications and support mechanisms in relation to Safeguarding.

The Safeguarding Contact (SC) for Yelabus is Jane Biscombe (Tel:01252 872198) whose responsibilities are:

- To ensure the Management Committee meets its responsibilities.
- Receive staff and volunteer concerns about safeguarding and respond to all seriously, swiftly and appropriately

Yelabus staff and volunteers may encounter vulnerable adults and children through providing transport for the community. Yelabus drivers shall be subject an enhanced DBS check and references.

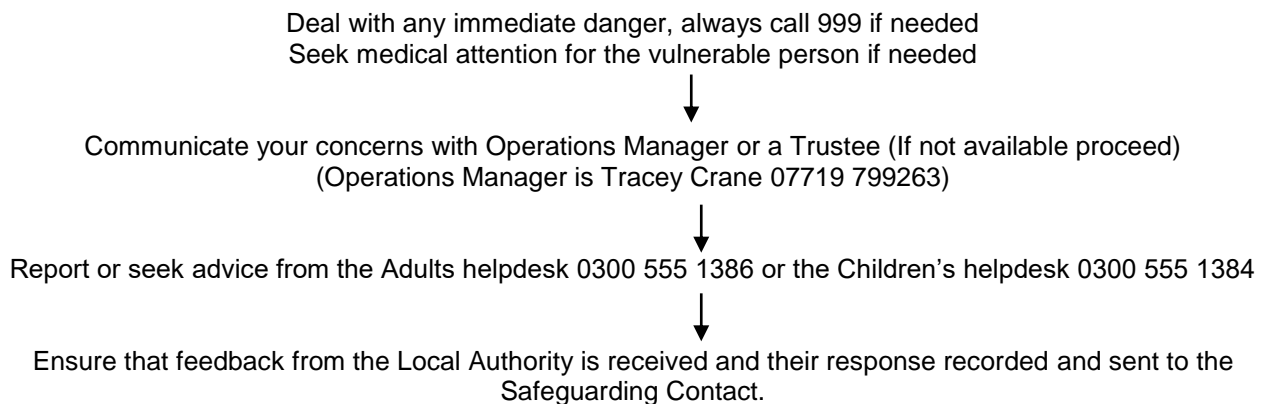
Practical Steps for Yelabus

Yelabus drivers should take practical steps to ensure a safe environment for all users and should adopt the following guidelines, so Never:

- Enter an individual's homes without prior consent
- Undertake tasks and extra duties for individuals over and above what is required
- Smack, hit or physically discipline any person
- Restrain a passenger except by holding, which may be used if there is an immediate danger of personal injury to an individual (subsequently a written record should be given to the SC)
- Engage in rough, physical or sexually provocative games, including horseplay
- Be alone with a child, young person or vulnerable adult without someone else being nearby (e.g. next door with door open)
- Converse / sit in the rear of a vehicle without another responsible adult in attendance
- Allow or engage in inappropriate touching
- Allow the use of inappropriate language to go unchallenged
- Make sexually suggestive comments (even in fun)
- Allow allegations regarding an individual to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a child or vulnerable adult, that they can do for themselves

Practical Steps if Abuse is Identified:

Anyone who, as part of their Yelabus work, learns or notices anything which suggests a vulnerable person is or might be abused, will pass on their concerns in the following way.



Guidance Should Abuse be Reported

If a Yelabus individual is approached by an individual concerning an allegation of abuse then follow this guidance:

- Accept what the child, young person or vulnerable adult says
- Keep calm and do not appear shocked
- Look at the child, young person or vulnerable adult directly
- Let them know that someone else will have to be informed- DO NOT PROMISE CONFIDENTIALITY
- Reassure the child, young person or vulnerable adult that they are doing the right thing
- Never push for information or question the child, young person or vulnerable adult
- Make a written note straight away of exactly what they said and record the circumstances or activity that proceeded the disclosure
- Report the disclosure to the SC as soon as possible
- If appropriate the matter will be reported to the relevant protection agencies

External Resources for guidance

Individuals may contact Hampshire County Council for advice.

- HCC Adult Helpdesk – General 0300 555 1386, out of hours 0300 555 1373
- HCC Child Protection – 0300 555 1384
- HCC Safeguarding Advice Line 01962 847214 (Mon – Fri 09:00 – 17:00) or by email to adult.safeguarding.unit@hants.gov.uk

They may also contact ChildLine for advice on 0800 1111 or email them by visiting www.childline.org.uk.

The process outlined above details the stages involved in raising and reporting safeguarding concerns at Yelabus. Further online guidance exists at these links:

- Adult Alerters Guide. http://www.hampshiresab.org.uk/wp-content/uploads/Alerters-Guide_3.pdf
- Child Protection Advice - 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

This policy should be reviewed on each change of Safeguarding Contact, Operations Manager or no more than two years after the date of the latest signature. Each review should be evidenced by Signature of Chairman of Trustees and dated.

Signed _____

Date _____