



SAFEGUARDING
(Tyrers Coaches on Bolton School Routes)

POLICY AND PROCEDURE

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First point of contact for Drivers:

Any Driver or employee of Tyrers who wishes to raise a safeguarding concern regarding a Bolton School child, should first raise the matter with **Mr. Brad Gould on 01204 434711**, who is the School's Logistics Coordinator and is responsible for liaison between the School and Tyrers' drivers. He will then follow the School's safeguarding procedures by reporting the matter to the relevant safeguarding lead within School. If that is not possible, anybody can ring social services directly as below.

External contacts:

Contact details for the **Local Authority Designated Officer (LADO)** for Bolton and/or for the **Safeguarding in Education Officer** from the Bolton Local Authority, can be found in the School's Child Protection Safeguarding Children Policy and Procedure.

At Patterdale, to report child protection concerns, call the Hub on 0333 240 1727

Bolton School's Safeguarding and Child Protection Commitment

The Bolton School Foundation is committed to providing a safe and secure environment for children, staff and visitors (including those in the Early Years Foundation Stage (EYFS) settings), and promoting a climate where children and adults will feel confident about sharing any concerns which they have about their own safety and wellbeing or that of others.

Safeguarding and promoting the welfare of children is defined for the purposes of this document as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Safeguarding children's welfare encompasses matters such as bullying, mental health, health and safety, together with a range of other issues, e.g. arranging to meet the needs of children with a disability, medical conditions, (including historical) mental health issues (including current or historical self-harm or body image issues), first aid, school security, drugs and substance misuse.

Bolton School aims to safeguard and promote the welfare of children by helping to protect them from maltreatment; prevent impairment of their health or development; ensure that they grow up in circumstances consistent with the provision of safe and effective care; and by taking any action necessary to enable them to have the best outcomes in life.

What we expect of every Driver working on Bolton School routes

All Tyrers' Drivers involved with Bolton School are expected to share this Safeguarding and Child Protection commitment and to do the following:

- Understand that Safeguarding and Promoting the welfare of children are everyone's responsibility;
- Consider at all times what is in the best interests of the child;
- Maintain an attitude of 'it could happen here' at all times where safeguarding is concerned and act on any concern about a child's welfare immediately, rather than assuming another colleague/professional will take action;
- Know who to report any concern to;

- Read at least Part one of Keeping Children Safe in Education (KCSIE) in its latest version which can be found on this link:
[https://www.gov.uk/government/publications/keeping-children-safe-in-education--2;](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)
- Receive appropriate safeguarding and child protection training and undertake the following courses at least every three years:
Level 1 Child Protection Training: <https://www.boltoncc.ac.uk/boltoncouncil/login/index.php>
Prevent Training: <http://www.elearning.prevent.homeoffice.gov.uk>
- Know what to do if a child tells you that s/he is being abused or neglected, including how to maintain an appropriate level of confidentiality by involving only those who need to be involved;
- Be aware of indicators of abuse and neglect and consider the context in which they occur, working out whether the context may make a child particularly vulnerable;
- Respond appropriately to reports of sexual violence and sexual harassment, including child on child, and ensure that such behaviour is never tolerated or passed off as 'banter'.

Behaviour of Drivers

All adults who work with, and on behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children.

Whether working in a paid or voluntary capacity, adults have a duty to keep children safe and to protect them from sexual, physical and emotional harm. Children have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children. Failure to do so may be regarded as neglect.

This duty of care is in part, exercised through the development of respectful and caring relationships between adults and children. It is also exercised through the behaviour of the adult, which at all times must demonstrate integrity, maturity and good judgement.

This means that Drivers should:

- Always act, and be seen to act, in the child's best interests;
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Must not share any personal contact details with students, including Social Media or have any private communications with students;
- Take responsibility for their own actions and behaviour;
- Report any concerns about inappropriate behaviour, or potential dangers, to the relevant person without delay; and
- Allow the school to investigate any student indiscipline and take appropriate sanctions.

Pre Appointment recruitment checks required of Tyrers

Tyers must provide Bolton School with a completed long term contractor form for each Driver who will be driving for Bolton School, certifying that appropriate pre-employment checks have been done. These forms are available from **Kate Gartside** in the Bolton School Personnel office.

Transport Operating Child Safety rules for Tyrers' Drivers

- Drivers must stop at **all stops**.
- Drivers must ensure all pupils **wear seatbelts**.

- If the route is running late or is required to deviate for any reason, Drivers must inform the School's Logistics Coordinator who in turn will inform parents of the delay.
- Drivers must not allow any vulnerable pupil i.e. Beech House (infant school) and Park Road or Hesketh House (junior schools) to disembark at any stop other than their designated stop, unless prior permission has been given by the School's Logistics Coordinator.
- Drivers must be reasonably satisfied that a **parent/guardian is there to collect pupils**.
- In the event of a pupil missing their stop, the pupil must not be allowed to leave the vehicle and must remain with the Driver until further instructions are given by the School's Logistics Coordinator. The Driver must contact the School's Logistics Coordinator immediately.
- If arriving at Bolton School after 8.45 am and the member of staff is not at the Dobson Road Bus Stop to collect the Infant and Junior school pupils, then all pupils must be dropped off at the front of the Main School instead. In this circumstance, Drivers must always ensure that Infant and Junior school pupils are escorted to the Main Reception by a supervising adult.
Infant and Junior school pupils must never be left to make their own way in to School.
- Drivers should **report any concerns** about safeguarding and welfare, pupil or staff behaviour, accidents, injuries or near misses to the School's Transport Manager.
- All Drivers must abide by the above procedures, and in the event of any issue must immediately contact the **School's Logistics Coordinator, Mr. Brad Gould on 01204 434711**.