



## Safeguarding and Transport of Children Policy

### Purpose

This policy sets out how Peters Travel safeguards children and young persons during Public Service Vehicle (PSV) operations and ensures that their transport is conducted safely, responsibly, and in a manner that protects their welfare and dignity.

The purpose of this policy is to:

- Protect children from harm while using PSV services
- Ensure appropriate standards of conduct and supervision
- Provide clear procedures for identifying and reporting safeguarding concerns
- Demonstrate that safeguarding risks are understood and managed

This policy supports compliance with:

- The Public Passenger Vehicles Act 1981
- The Children Act 1989 and Children Act 2004
- The Health and Safety at Work etc. Act 1974
- Traffic Commissioner Statutory Guidance and Directions
- DVSA expectations for operators transporting children and vulnerable persons

Safeguarding is recognised as a critical duty of care responsibility for PSV operators.

### Scope

This policy applies to:

- All PSV journeys involving children or young persons under 18
- All drivers and staff engaged in PSV operations
- All types of work, including school transport, private hire, and organised group travel

It applies regardless of whether Peters Travel has formal supervisory responsibility for passengers during a journey.

### Principles of Safeguarding

Peters Travel operates on the following principles:

- The safety and welfare of children is a priority
- Drivers must behave professionally and appropriately at all times
- Safeguarding concerns must be taken seriously and acted upon
- Drivers are not expected to investigate safeguarding issues, but must report concerns
- Clear reporting routes and escalation procedures must exist



## Roles and Responsibilities

### Operator Licence Holder

The Operator Licence Holder is responsible for:

- Ensuring safeguarding systems and policies are in place
- Supporting drivers in reporting concerns
- Ensuring appropriate escalation and response
- Reviewing safeguarding incidents and actions taken

### Transport Manager

The Transport Manager is responsible for:

- Implementing and upholding safeguarding procedures
- Ensuring drivers receive appropriate safeguarding awareness
- Acting as the point of contact for safeguarding concerns
- Escalating concerns to appropriate authorities where required
- Ensuring records are maintained appropriately

The Transport Manager must treat safeguarding concerns with seriousness and discretion.

### Drivers

Drivers are responsible for:

- Conducting themselves professionally at all times
- Maintaining appropriate boundaries with children
- Supervising boarding and alighting safely
- Remaining alert to safeguarding concerns
- Reporting concerns promptly and accurately

Drivers must not place themselves in situations that could be misinterpreted.

### Standards of Conduct

Drivers must:

- Use clear, professional language
- Never engage in inappropriate conversations or behaviour
- Avoid being alone with a child where possible
- Ensure doors, steps, and seating are used safely

Professional distance protects both passengers and drivers.

### Supervision and Responsibility

Unless formally contracted to provide supervision:

- Responsibility for children remains with schools, group leaders, or carers
- Drivers are responsible for transport safety, not behavioural supervision
- Drivers must not discipline children

Where concerns arise that affect safety, drivers must stop the vehicle if necessary and seek assistance.



### **Reporting and Escalation**

When a safeguarding concern is identified:

1. The driver reports the concern to the Transport Manager as soon as practicable
2. The Transport Manager assesses the information
3. Where necessary, concerns are escalated to appropriate authorities

Immediate danger requires contacting emergency services.

### **Record Keeping**

Safeguarding records:

- Are factual, objective, and accurate
- Avoid speculation or opinion
- Are stored securely and confidentially
- Are shared only on a need-to-know basis

### **Training and Awareness**

Drivers receive safeguarding awareness as part of:

- Induction
- Periodic training
- Briefings where relevant to operations

Training is proportionate to the level of contact with children.

### **Review and Continuous Improvement**

This policy is reviewed:

- Annually
- Following safeguarding incidents
- Following changes to legislation or guidance

Safeguarding controls will evolve as the operation develops.

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