

**Produced by:
The Integrated Transport Team**

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If you require this document in another format (eg CD, audio cassette, Braille or large type) or in another language, please telephone 0333 2406965.

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如果您希望通过母语了解此信息，
请致电 0333 2406965

Jeigu norétumėte gauti šią informaciją savo kalba,
skambinkite telefonu 0333 2406965

W celu uzyskania informacji w Państwa języku proszę
zatelefonować pod numer 0333 2406965

Se quiser aceder a esta informação na sua língua,
telefone para o 0333 2406965

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen
0333 2406965 numaralı telefonu arayınız

**Safeguarding
children and
adults at risk**

Guidance for adults
working on Cumbria
County Council
contracted transport

April 2015

Keeping Who Safe?

Adults working on Cumbria County Council transport contracts play an important part in the life of a young person (pupil), or adult at risk, whether ensuring they arrive on time, assisting them on and off the vehicle, ensuring the passenger is seated and secured appropriately or just generally being a consistent adult in the life of a vulnerable person.

We can all play a part in keeping **young people and adults at risk** safe whilst transporting them. This is whether you are working as a contractor for Cumbria County Council or directly employed by the school or day centre.

Keeping children and adults at risk safe is covered by Government Guidance (DCSF Working Together to Safeguard Children 2013 and Cumbria Multi-Agency Adult Safeguarding Policy and Procedures).

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on Cumbria County Council contracted transport, whatever your job.

We must also take steps to keep ourselves safe.

To keep yourself safe from possible allegations, please follow this advice

Don't...

- ✘ instigate verbal or physical contact with pupils or adults at risk (this applies both on and off site) **unless it is appropriate and part of your employment;**
- ✘ respond to verbal or physical contact from pupils or adults at risk. If this occurs, or you have any other concerns about pupil or adult at risk behaviour then report it immediately to your line manager, a member of the Integrated Transport Team or to someone in the school or day centre office;
- ✘ give any personal information to any pupil or adult at risk, for example your name, address, telephone or mobile number or email address. This includes access to your social networking site eg facebook, twitter;
- ✘ accept or respond to a pupil or adult at risk attempting to give you personal information, for example their name, address, telephone or mobile number, email address or access to a social networking site eg facebook, twitter;
- ✘ accept physical or verbal abuse from a pupil or adult at risk. **DO NOT** respond yourself, but report it immediately to your line manager, a member of the Integrated Transport Team or to someone in the school or day centre office.

Do...

- ✔ be aware that verbal interaction with pupils or adults at risk may be interpreted by them as offensive or as harassment. Even if this was not your intention;
- ✔ report any unacceptable behaviour from a pupil or adult at risk;
- ✔ be aware that contact made outside of the working environment as a result of you coming into contact with a pupil or adult at risk whilst you are on a Cumbria County Council transport contract, may have an impact on your employment.
- ✔ **Please, follow the advice in this leaflet, and keep yourself and our children and adults safe.**