

Brighton and Hove HTST - Training

Safeguarding on Home to School Transport

“Happy, safe, and well supported on their journeys ...”



**Brighton & Hove
City Council**

HTST Training - Pilot

By the end of this course you will be able to:

- Understand the difference between safeguarding and child protection.
- Understand the council's Code of Conduct for Home to School Transport drivers and VPAs.
- Appreciate and list the things you should **not** do as a driver or VPA.
- Take the necessary action if, as a driver or VPA, you have a safeguarding or child protection concern about a child.
- Understand the council's Whistleblowing Policy.



The difference between safeguarding and child protection

Safeguarding is what we do, in our behaviour and our work, to keep children and young people safe and promote their well-being.



Child Protection is what we do to protect specific children and young people who are either suffering or likely to suffer significant harm.

Safeguarding – some examples



- We make sure that children and young people:
 - eat well and see a dentist regularly
 - have friends they see and play with
 - are treated with kindness and respect
- As a driver or VPA we:
 - do not take photographs of the children or young people we transport
 - ensure that children and young people wear seat-belts when they travel in our vehicles
 - provide transport that is clean, comfortable and quiet so children and young people have a calm trip to and from school
 - protect children and young people, ensuring we do not use rude language, bully them, or make fun of them

Child Protection

If we think a child has suffered from abuse, in any setting, we make sure we report our concerns:



- If a child tells you they have been hit or punched by an adult or another child ...
- If a child (you know well) is always hungry or wears thin clothes in very cold weather ...

You must report your concerns.

Code of Conduct

- Behave in a mature, respectful, safe, fair and considerate manner to children and young people and other staff.
- Use appropriate language – do not shout or swear.
- Dress appropriately – make sure you are clean and tidy, wear clothes that do not cause embarrassment and make sure you have sensible footwear.
- Use your radio/work mobile to report any difficulties you are having as soon as possible.
- If you are worried about something then report it.



Things you must not do - 1



- Do not transport a lone child or young person in the front of your vehicle (unless exceptional circumstances have been agreed with the HTST Team and with the written permission of parents/carers) ...
- Treat all children and young people the same – make sure you don't have favourites ...
- Don't give children and young people treats or favours ...
- Do not give or receive gifts from children or young people ...

- Do not allow, encourage or condone children or young people to act in an illegal, improper or unsafe manner ... (for example, smoking or drinking alcohol ...)

Mobile Phones ...

- Do not give your mobile phone number or personal details to a child or young person ...
- Do not handle a child or young person's mobile phone, even if they offer ...
- Do not allow a child or young person to use or access your mobile phone ...
- Do not accept mobile phone numbers if they are offered to you ...
- Do not take photos of children or young people on your mobile ...
- Do not allow children or young people to see stored photos or videos on your mobile phone ...
- Make sure you do not use inappropriate ring tones or messages ...



Social Media ...

- Do not have contact with children and young people on social networking sites such as Facebook or Instagram ...
- If you have social media accounts make sure your privacy settings only allow people you authorise to see information ...
- Never refer to your home to school transport work on your social media sites
- Never share your social media access details with children or young people ...
- Be aware of what you post – things may be misused or abused by children and young people ...
- If you use gaming sites – use a made-up name and don't share personal details ...



Things you must not do - 2

- Do not develop personal or sexual relationships with children or young people ...
- Do not push, hit, kick, punch, slap, throw missiles, smack or threaten to smack a child or young person ...
- Do not touch or hold a child or young person in a way that could be seen as sexual, threatening or intimidating ...
- Do not be sarcastic or bully children or young people ...
- Do not make remarks or “jokes” that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive ...
- Do not embarrass or humiliate children or your people ...



But do make sure that you ...

- Help a child or young person by holding their hand when they are crossing a road or car park ...
- Steer a child or young person by placing a hand gently on their shoulder ...
- Handover to a parent/carer or member of school staff before you leave the child ...
- Be patient and respectful, things may take the child or young person a little longer ...
- Remain calm and make sure that the child or young person always arrives safely to their destination and they are met on arrival ...



And if you have a concern

- If you have a concernreport it !!
- If you believe that a child or young person is in immediate danger of harm or abuse then contact the Police by phoning 999
- For all other concerns contact the Council's Front Door for Families by ringing 01273 290400 or complete their online referral form
- Ensure you also report your concerns to your Transport Provider and the Home to School Transport Team



Whistleblowing

- Brighton and Hove Council is committed to the highest standards of openness, honesty and accountability.
- As an HTST driver or VPA you are working for a service contracted by Brighton and Hove Council.
- The Council expects and encourages any employee (or contractor) becoming aware of another employee acting inappropriately, corruptly or illegally to come forward and voice those concerns.
- The Council's Whistleblowing Policy:
 - Encourages you to feel confident about raising concerns.
 - Provides information on how to raise concerns and ensures you receive feedback on action taken as a result.
 - Ensures you receive a response to your concerns and that they are aware of how to pursue them further if they are not satisfied.
 - Reassures you that you will be protected from reprisals or victimisation for raising concerns in good faith.



