**[Company Name], [Address] Tel. [Phone number]**

**Safeguarding Policy**

[Company Name] acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Cornwall Council requirements.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children and vulnerable adults

* have a positive and enjoyable experience of travel with [Company Name] in a safe environment
* are protected from abuse whilst travelling in our vehicles.

[Company Name] acknowledges that some children and vulnerable adults, including the disabled or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy [Company Name] will

* promote and prioritise the safety and wellbeing of children and vulnerable adults
* ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults
* ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
* ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
* prevent the employment/deployment of unsuitable individuals to the best of our efforts
* ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in [Company Name]. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

**Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

* changes in legislation and/or government guidance
* as required by the Local Safeguarding Children and vulnerable adults Board or Cornwall Council
* as a result of any other significant change or event.

(Last reviewed February 2019)