

Lee ICANGO – Registered Charity no.1135358 – Policy Documents

Lee ICANGO (Community Transport) - Safeguarding policy

July 2024

The purpose and scope of this policy

The purpose of this policy is:

- To protect children and vulnerable people who receive Lee ICANGO's services. This includes the children of adults who use our services;
- To provide parents and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Lee ICANGO, including senior the board of trustees and volunteers (including drivers, escorts / personal assistants).

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable people in England/Scotland/Wales. A summary of the key legislation is available from:-

- <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>
- <https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>
- <https://www.portsmouth.anglican.org/safeguarding/>

Related policies and procedures

This policy should be read alongside our organisational policies procedures, including:

- Role of the designated safeguarding officer
- Complaints Policy
- Equalities and Diversity Policy
- Health and Safety Policy
- Health and Safety Risk Assessment

Lee ICANGO – Registered Charity no.1135358 – Policy Documents

We believe that:

- Children and vulnerable people should never experience abuse of any kind;
- We have a responsibility to promote the welfare of all people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of any person is paramount;
- People, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse;
- Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting people's welfare.

We will seek to keep all people safe by:

- Valuing listening to and respecting them;
- Appointing a Designated Safe Guarding Officer (DSO) and deputy and a lead Trustee/board member for Safeguarding;
- Adopting and implementing best practices through our policies, procedures, and code of conduct for our volunteers;
- Developing and implementing an effective online safety policy and related procedures;
- Providing effective management for volunteers through supervision, support training and quality assurance measures;
- Recruiting volunteers safely, ensuring all necessary checks are made;
- Recording and storing information professionally and securely;
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and careers appropriately: -
 - Using our procedures to manage any allegations against volunteers appropriately;
 - Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
 - Ensuring that we have effective complaints and whistleblowing measures in place;
 - Ensuring that we provide a safe physical environment for our volunteers, by applying health and safety measures in accordance with the law and regulatory.

Lee ICANGO – Registered Charity no.1135358 – Policy Documents

Safer recruitment principles

- Lee ICANGO will recruit volunteer drivers recognising the need to protect the community groups and organisations that we support and the individual passengers that we transport.
- Where necessary references will be taken from a minimum of two responsible adults that know the applicant.
- Lee ICANGO applicants will be required to have a Disclosure and Barring Service Check (DBS) and undertake safeguarding training when passengers transported are unaccompanied Children or Vulnerable Adults or the group transported requires that of the volunteer driver.
- Volunteer drivers can undertake booked outings or regular groups where groups are passengers that are not identified as Children or Vulnerable Adults.
- The hiring group organiser has the responsibility to ensure their escorts are DBS checked and has undertaken safeguarding training where Children or Vulnerable Adults are transported.

Contact details

Designated Safeguarding Officer (DSO)

Name: Clifford Adrian Rook

Phone/email: 023 9255 1300 cliffrook@btinternet.com

Deputy DSO

Name: Elizabeth Roberts

Phone/email: 023 9255 0244 icangolee@outlook.com

Senior Lead for Safeguarding

Name: Paul Twine

Phone/email: 07713 652437 twinepaul@gmail.com

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 15 July 2024

Signed: Paul A Twine

Date: 15 July 2024