

School Transport

Child Protection Advice & Guidance



Child Protection advice and guidance for the contractors, drivers and escorts of school transport within Swansea.

The Home to School Transport Code of Good Practice provides general guidance to all parties involved in day to day school transport operations – pupils, their parents / carers, schools, transport contractors, drivers and escorts. This document seeks to expand on the child protection issues and provide more detailed information in respect of:

- The conduct expected of contracted staff and
- The procedures that need to be followed following a disclosure of abuse made by a young person to a member of contracted staff.



The role of school transport staff

The safeguarding and well being of young people is the responsibility of all persons who have a role to play in their everyday activities. Transport contractors and their employees are an important part of this process and their contribution must not be underestimated.



Staff must at all times act in a professional manner when conveying young people to and from their place of education. Inappropriate language and behaviour is unacceptable and can lead to complaints being made. In addition, physical contact must be avoided wherever possible.

Child Protection Advice

During the journey, it is possible that the pupil may tell you that he / she is or has been the victim of abuse or you may become aware from another individual or from your own observations that the pupil is suffering abuse. In general terms the types of abuse that a young person is likely to suffer are physical, neglect, emotional and sexual.



In the circumstances described above, the following guidance should be followed:

- Do not question the pupil about the abuse, just listen to them and do not discuss the incident with them. Also do not discuss what has been said with any other pupil travelling on the journey. If possible, at the first available opportunity make a written note of what has been said.
- Note the description of the pupil, the location where they were either collected or dropped off and the name of the school together with the identity of the pupil if known.
- At the end of the journey and after all pupils have been transported to their destination, report what has happened by ringing one of the following telephone numbers:



School and Governor Unit, Civic Centre
☎ 01792 636367 / 637148 / 636551 / 635381

Transportation Group. Penllergaer Council Offices
☎ 01792 636079 / 636330



- If no one is available then Social Services should be informed by telephoning ☎ 01792 635700. In the event of the incident being considered an emergency then the Police should be called.

It is accepted and understood that each of these types of situations will be unique and may present their own difficulties. However it is important to remember that the well being of the young person is paramount and an approach using the above guidelines will ensure that the matter that you have become aware of can be swiftly addressed.

