

SAFEGUARDING POLICY

Statement of Purpose

1. CJ's Executive Travel Limited (the **Organisation, we, our** or **us**) is committed to preventing and responding to risks of harm to and promoting the welfare of all children and adults at risk that we work with (i.e. as CJ's Executive Travel Limited's clients). These individuals are referred to as the '**Beneficiaries**' of this Safeguarding Policy.
2. We recognise the importance of this commitment to safety and welfare and, further, are committed to safeguarding all Beneficiaries without discrimination due to an individual's age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity leave status, marriage or civil partnership status, or sexual orientation.
3. This Safeguarding Policy is based on the safeguarding laws of England, Wales, and Scotland, including related guidance issued by the UK Government and relevant governmental departments, agencies, and public bodies. If this Policy is at any time inconsistent with this body of law, CJ's Executive Travel Limited will act to meet the requirements of up-to-date safeguarding laws in priority to the requirements set out in this Policy.
4. CJ's Executive Travel Limited has implemented this Safeguarding Policy in order to meet its obligations as an organisation working with children and adults at risk.
5. Any questions in relation to this Policy should be referred to Lee Newhouse. in the first instance, by emailing lee@cjstravel.uk or by contacting 01917221223.

Scope of this Safeguarding Policy

6. This Policy explains key aspects of how CJ's Executive Travel Limited prevents harm in relation to its Beneficiaries via its practices and its Staff Members' conduct.
7. This Safeguarding Policy covers the organisation and operation of all of CJ's Executive Travel Limited's activities involving children and adults at risk (i.e. our **Relevant Activities**). These primarily include:
 - a. Providing taxi services to local families from their homes to schools, football sessions for school children.
8. This Policy's guidelines and obligations apply to all individuals working for or acting on behalf of CJ's Executive Travel Limited in the UK at all levels, including senior managers, officers, employees, consultants, trainees, homeworkers, part-time and fixed-term workers, casual workers, agency workers, volunteers, and interns (collectively '**Staff Members**').
9. This Policy does not form part of any contract of employment or similar and CJ's Executive Travel Limited may amend it at any time at our absolute discretion.

Defining Safeguarding

10. 'Safeguarding' is an umbrella term that refers to work (e.g. practices and procedures) aimed at preventing or responding to harm or risks of harm posed to vulnerable individuals, and at promoting these individuals' wider welfare. Safeguarding is particularly important for children and adults at risk. Most safeguarding legal obligations relate to the care of these groups and these are the groups to whom the protections set out in this Policy apply. For safeguarding purposes:
 - a. Children are individuals younger than 18 years old.

- b. Adults at risk are individuals 18 years old or over (in England and Wales) or 16 years old or over (in Scotland) who have care and/or support needs and who are, because of these needs, unable to protect themselves from harm (e.g. due to illness or disability). This need not be on a permanent basis.
- 11. The commitments and practices contained in this Safeguarding Policy apply to the safeguarding of CJ's Executive Travel Limited's Beneficiaries from harm caused by either:
 - a. The activities and practices of CJ's Executive Travel Limited and any conduct of its Staff Members, or
 - b. People and situations outside of CJ's Executive Travel Limited's and its Staff Members' control, where CJ's Executive Travel Limited's Staff Members are aware of, ought to be aware of, or reasonably suspect the risks posed by a situation.
- 12. For the purposes of this Policy, a '**Safeguarding Concern**' is any conduct or situation that is known or reasonably suspected by a Staff Member or another party that risks violating the safeguarding commitments set out above.

Key Measures that CJ's Executive Travel Limited is Committed to Implementing and Maintaining to Safeguard its Beneficiaries

- 13.
- 14. Ensuring that Staff Members are trained to, and encouraged to, report any Safeguarding Concerns that they identify. Staff Members will be encouraged to follow CJ's Executive Travel Limited's safeguarding reporting procedures as closely as possible when reporting concerns (set out below under the heading '**Procedures: Reporting**').
- 15. Ensuring that all Staff Members listen to all safeguarding-related queries and concerns raised by other Staff Members, Beneficiaries, or relevant other parties, with respect and professionalism. Staff Members should be trained how to, and encouraged to, then assist with reporting any such concerns via CJ's Executive Travel Limited's regular reporting procedures.
- 16. Ensuring that all reported Safeguarding Concerns are dealt with by appropriate individuals and teams and in accordance with CJ's Executive Travel Limited's relevant procedures (set out below under the heading '**Procedures: Investigation and Response**').
- 17. Implementing and maintaining comprehensive, accessible, fair, and efficient procedures for Staff Members to use when reporting and dealing with Safeguarding Concerns. These procedures will be made known and easily accessible to all Staff Members.
 - a. Procedures will be designed to ensure all safeguarding issues are dealt with fairly and objectively even when allegations are made against one of CJ's Executive Travel Limited's Staff Members. Any such allegations will be treated in a manner that takes into account the gravity of the accusations, but which does not vilify or presume the guilt of an accused individual without a fair investigation.
 - b. Any reports that qualify as protected disclosures under whistleblowing law will be treated securely and in a protected manner in line with whistleblowing law.
- 18. Appointing Lee Newhouse, Director, to hold responsibility for managing safeguarding policies and procedures within CJ's Executive Travel Limited.
- 19. Following appropriate recruitment processes when recruiting new Staff Members, including volunteers. This includes:
 - a. Conducting all appropriate pre-employment checks (e.g. Disclosure and Barring Service (DBS) criminal record checks).
 - b. Ensuring new Staff Members take part in, and understand the content of, all necessary safeguarding training before having any contact with CJ's Executive Travel Limited's Beneficiaries.
 - c. Following CJ's Executive Travel Limited's Recruitment Policy.

20. Providing appropriate safeguarding training for all relevant Staff Members. Every Staff Member should be provided with, and required to undertake, training that is appropriate to their role, responsibilities, and degree and type of contact with Beneficiaries. This should, where appropriate, include training on:
 - a. How to define and identify potential signs of different types of abuse, including physical abuse, emotional abuse, sexual abuse and exploitation, neglect, and others.
 - b. How to listen to and respond to concerns or disclosures about safeguarding issues during an initial conversation (e.g. how to explain when information can and cannot be kept confidential).
 - c. How to use CJ's Executive Travel Limited's safeguarding reporting procedures and when doing so is appropriate.
 - d. Which additional resources (e.g. policies, other supporting documents, or external educational resources) are available to ensure Staff Members remain informed about safeguarding.
 - e. Local Council lead training provided.
21. Ensuring that all information related to Safeguarding Concerns, including the content of reported concerns as well as the personal data of anybody involved, is handled safely and securely. This involves:
 - a. Following the requirements set out by the UK's data protection laws, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
 - b. Following CJ's Executive Travel Limited's data protection policies and procedures, including our Data Protection and Data Security Policy.
 - c. Providing Staff Members with training on data protection and privacy, where appropriate.
 - d. Ensuring Staff Members always have an identifiable point of contact for questions or concerns about data protection and privacy. This is currently Christopher Newhouse, who can be contacted by emailing chris@cjstravel.uk or at 01917221223.
 - e. Only sharing information about a Safeguarding Concern internally as far as is necessary to manage the concern for the relevant Beneficiary's benefit.
22. Ensuring transparency and awareness regarding safeguarding information and procedures. For example, by:
 - a. Providing information to Beneficiaries about our safeguarding procedures so that they are aware of how to raise any concerns.
 - b. Ensuring all Staff Members are aware of safeguarding laws, CJ's Executive Travel Limited's safeguarding commitments and procedures, and Staff Members' responsibilities in relation to these.
23. Regularly reviewing all safeguarding policies and procedures to ensure that they are up-to-date with safeguarding law and that they remain suitable for CJ's Executive Travel Limited's Relevant Activities and workforce, and meeting any review and evaluation requirements specific to CJ's Executive Travel Limited's industry and organisation type.

Staff Members' Responsibilities

24. All Staff Members have a responsibility to promote the safety and wellbeing of all of CJ's Executive Travel Limited's Beneficiaries. This means that all of CJ's Executive Travel Limited's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding must be followed at all times. Specifically:
25. All Staff Members must contribute to upholding the key measures that CJ's Executive Travel Limited has committed to taking to safeguard its Beneficiaries (set out above) to an extent that is appropriate for their role, responsibilities, and degree and type of contact with Beneficiaries. Specific ways that Staff Members should do this will be clarified during training. If a Staff Member is uncertain as to their responsibilities, it is their responsibility to raise this with Lee Newhouse..
26. Staff Members must actively participate in all safeguarding training they are assigned and, if they do not understand any aspects of their training, must raise this with Lee Newhouse..

27. Staff Members must never do anything to actively risk the safety or wellbeing of any of CJ's Executive Travel Limited's Beneficiaries. This includes, but is not limited to:
 - a. Subjecting them to or facilitating abuse of any sort.
 - b. Engaging in any sexual activity with children (i.e. anybody under the age of 18).
 - c. Participating in or facilitating any activities that may commercially exploit Beneficiaries. For example, failing to report suspected child labour or trafficking.
28. Staff Members must report all Safeguarding Concerns that they have regarding Beneficiaries, regardless of whether the concerns relate to potential wrongdoing of other Staff Members, other Beneficiaries, or external parties (e.g. parents, teachers, other organisations, or members of the public).

Procedures: Reporting

29. Staff Members will receive safeguarding training that should enable them to identify Safeguarding Concerns (e.g. suspected abuse, neglect, or threats to wellbeing) relevant to CJ's Executive Travel Limited's Beneficiaries.
30. If a Staff Member identifies a Safeguarding Concern, to report it they should:
 - a. As per training provided
31. If a Staff Member feels unable to follow the above steps, they should report their Safeguarding Concern in a reasonable alternative manner. This may be the case if, for example:
 - a. Following the above procedure would require disclosing the concern to somebody who is implicated in the Safeguarding Concern or who the Staff Member is otherwise uncomfortable contacting about this concern, or
 - b. The matter is time sensitive and involves a risk of serious harm to somebody, in which case contacting an external agency (e.g. the police, the ambulance service, or a mental health crisis line) or a more senior member of CJ's Executive Travel Limited's staff first may be more appropriate.

Procedures: Investigation and Response

32. Reported Safeguarding Concerns will be dealt with promptly by appropriate individuals within CJ's Executive Travel Limited, in accordance with our safeguarding response procedures and safeguarding laws. Details of these procedures are available on request from Lee Newhouse..
33. Staff Members who report a Safeguarding Concern will be kept informed about the progression of the matter they reported to an appropriate degree. Note that, depending on the nature of the concern and consequent investigations, some information about matters may be kept confidential and not shared with the reporter.
34. If a Staff Member is found to be in breach of this Safeguarding Policy or safeguarding law in general, they will be treated fairly and in line with CJ's Executive Travel Limited's Disciplinary Policy and/or Disciplinary Procedure.
35. Referrals or notifications to external organisations (e.g. police services, local authorities, or regulatory bodies) will be made when, and only when, this is appropriate, and will always be made in accordance with the law (e.g. data protection law).

Supporting Documents and Other Protections

36. CJ's Executive Travel Limited has various other documents in place that support this Safeguarding Policy. These include:
 - a. Detailed safeguarding investigation and response procedures.

- b. Safeguarding training plans and schedules.
 - c. Safeguarding training materials for ongoing learning and reference.
37. This Safeguarding Policy does not cover all of CJ's Executive Travel Limited's commitments relevant to protecting its Beneficiaries. We also have other policies in place that protect our Beneficiaries, Staff Members, and/or others. These include:
- a. An Anti-Harassment and Bullying Policy.
 - b. A Health and Safety Policy.
 - c. An Equal Opportunities Policy.
 - d. A Recruitment Policy.
 - e. A Data Protection and Data Security Policy.
 - f. A Disciplinary Procedure.
38. All of the policies, procedures, and other documents set out above are available on request from the person within the Organisation responsible for HR matters or via Staff Members' line managers.

Attribution

39. This Safeguarding Policy was created using a document from Rocket Lawyer (<https://www.rocketlawyer.com/gb/en>).