

Club Travel
Safeguarding Policy 2025



1. Policy Statement

Club Travel Ltd is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults who use our transport services. We recognise our duty of care and take every reasonable step to protect individuals from harm, abuse, neglect, and exploitation.

This policy applies to all employees, drivers, passenger assistants, volunteers, contractors, and anyone working on behalf of Club Travel Ltd.

2. Aims and Objectives

- To ensure a safe and secure environment for all passengers.
- To promote the welfare of children and vulnerable adults.
- To ensure all staff understand their responsibilities in safeguarding.
- To provide clear procedures for identifying and responding to safeguarding concerns.
- To work in partnership with schools, social services, and local authorities.

3. Designated Safeguarding Lead (DSL)

The **Designated Safeguarding Lead (DSL)** for Club Travel Ltd is:

Sajid Hussain

📱 Mobile: **07973 687 630**

☎ Landline: **01924 363 738**

✉ Email: **sajhussain92@gmail.com**

The DSL is responsible for:

- Receiving and acting on safeguarding concerns
- Liaising with local safeguarding partners
- Ensuring staff are trained and supported in safeguarding matters

4. Staff Responsibilities

All staff must:

- Treat all passengers with respect, dignity, and care
- Be alert to signs of abuse, neglect, or exploitation
- Report any safeguarding concerns immediately to the DSL
- Undergo an **Enhanced DBS Check** prior to working with passengers
- Attend safeguarding training as part of induction and refresher sessions

Passenger Assistants and Drivers are trained to observe behaviour, report concerns, and ensure safe travel for children and vulnerable adults.

5. Safer Recruitment

Club Travel Ltd follows safer recruitment practices, including:

- Verification of identity and references
 - Enhanced DBS checks for all frontline staff
 - Interview and screening processes that test safeguarding awareness
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6. Reporting Concerns

If a staff member suspects or is made aware of a safeguarding issue, they must:

1. Report it to the DSL immediately
2. Record details in writing using the Safeguarding Concern Form
3. Maintain confidentiality — only those who need to know will be informed

In an emergency or where immediate danger is suspected, staff should **contact emergency services (999)** and inform the DSL without delay.

7. Confidentiality and Data Protection

Safeguarding concerns will be dealt with in strict confidence and in accordance with **GDPR** and **Data Protection legislation**. Records will be stored securely and shared only with appropriate agencies.

8. Training and Awareness

All Club Travel Ltd staff receive:

- Initial safeguarding induction
- Regular refresher training
- Access to safeguarding resources and policy updates

We also promote a culture where staff feel empowered to speak up and are aware of the procedures to follow.

9. Whistleblowing

Club Travel Ltd supports a transparent and accountable working environment. Staff are encouraged to report any malpractice or safeguarding failings. Whistleblowers will be protected and treated fairly.

10. Policy Review

This policy is reviewed annually or in response to:

- Changes in legislation
- Serious incidents or near misses
- Feedback from staff or safeguarding partners

Next scheduled review: **March 2026**

11. Contact Information

Club Travel Ltd

Mafeking Works, Duke of York Street, Wakefield, WF1 3PD

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 Landline: 01924 363 738

 Email: info@club-travel.co.uk

This policy reflects our deep commitment to ensuring the safety, protection, and wellbeing of every person who travels with Club Travel Ltd.