



Safeguarding in Context

Purpose of Session

- To fully understand how to manage safeguarding concerns within the PA role
- To be able to identify a risk
- To complete an Incident Report
- To follow up on a concern that has been raised

What is Safeguarding

- Safeguarding is a fundamental concept in health and social care. It is important for ensuring the safety and well-being of individuals. This term involves protecting people's health, well-being, and human rights. It is about enabling them to live free from harm, abuse, and neglect. Safeguarding also involves promoting the independence of individuals.

What Safeguarding Means

Safeguarding is the action you take to promote the welfare of children and protect them from harm.

This includes:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health and development
- Providing support to meet children's needs when problems emerge
- Ensuring children grow up with safe and effective care, within their family where possible
- Taking action to make sure that all babies, children and young people have the best outcomes

Safeguarding Concerns and Scenarios

- Child does not fit in their seat belt, needs a booster seat or belt guard
- Child/Children may behave in a way that could harm themselves or others
- Parents may not be available to bring their child to the vehicle
- Parent may not be available to collect their child from the vehicle
- Child may use equipment including a wheelchair
- Child may require medication
- Child may live with conditions including epilepsy, visually impaired, non verbal
- Child may live between 2 addresses
- Child is acting differently
- Child has injuries which have not been noticed before
- Child may demonstrate challenging behaviours

Scenario: Does Not Fit in Seat Belt - Needs Booster Seat or Belt Guard

- What should I do?
- Contact the PAS team who will discuss with you and ask you to complete an Incident Report
- PAS will then organise for your child to be secured safely in the vehicle
- Make sure that you advise PAS team if the equipment does not arrive or is not being used

Scenario: Behaviours That Could Cause Harm

- Assess the behaviours and check if behaviours are noted on the information sheet
- Use strategies to keep the child calm or distracted
- Use chatting or games to assist
- If behaviours do not settle – complete an incident report
- If behaviours create a safety issue in the vehicle – ask the driver to stop and contact PAS team

Scenario: Parent Not Bringing Child to Vehicle

- Parents/Carers need to bring their child to the vehicle and hand them over to the PA.
- This is not negotiable unless agreed with SEN Transport and supported by a Risk Assessment.
- It is NOT acceptable for the child to come to the vehicle alone.
- If this happens on your route, report it using an Incident Report to the PAS team.

Scenario: Parent Not Collecting Child

- Parents/Carers MUST collect their child from the vehicle.
- It is NOT acceptable for the child to be released until a responsible adult known to you takes the child from your care.
- Do not take instructions from taxi drivers or unknown individuals regarding handover arrangements.

Scenario: Child May Need a Wheelchair or Equipment

- Follow your PATS training
- Ensure the DRIVER secures the equipment correctly
- Confirm everything is safe before the journey begins
- Booster seats and other equipment should remain in the vehicle and be available for every journey

Scenario: Medication Requirements

- If a child requires medication to be administered, the PA must be fully trained before working on the route.
- Training may be provided online, by Alder Hey Hospital, or directly by the parent.
- Documentation confirming competency must be completed and retained on file.

Scenario: Additional Conditions

- Children may live with conditions including epilepsy, visual impairment, or being non verbal.
- Training to support these conditions forms part of the training programme and must be completed before being assigned to any route.

Scenario: Child Living Between Two Addresses

- You can only pick up and drop off at addresses agreed and listed on the information sheet.
- Under NO circumstances should you deviate from this.
- If a parent or driver requests changes directly, contact the PAS team immediately.

Scenario: Child Acting Differently or Injuries Noticed

- Discuss concerns with the PAS team
- Follow safeguarding training guidance
- Remain vigilant but appropriate
- Remember that some SEN individuals may be more prone to injuries or accidents

Scenario: Challenging Behaviours

- Challenging behaviours are common when supporting children with SEN.
- Many triggers and strategies should already be documented in the information sheet.
- Speak with schools or parents to maintain consistency and discuss concerns with the PAS team.

Incident Report

Passenger Assistant Incident Report Form

Passenger Assistants Name			
Passenger Assistants Employer		CE3	
Pupil's Name		School	
Date of Incident		Time of Incident	
What action(s) did you take? Did the pupil settle?			
Were there something that triggered this pupil? Think about the noise level of the vehicle at the time, weather, handover from parents / school, traffic etc.			
Did you inform parents / carer / school?			