

# Jimac Radio Cars Ltd

## Child and Vulnerable Adult Safeguarding Policy

Version 2 – Updated 01 October 2025

Approved by DSL & Director: Davide Machado

Deputy DSL: Leanne Kemp

Signature: 

Date: 1 October 2025

Next review due: 01 October 2026

### Opening Statement

Jimac Radio Cars Ltd is committed to safeguarding and promoting the welfare of children, young people, and adults at risk who use our services. All employees, contractors, volunteers, and agency staff are required to understand and follow these procedures, report any concerns immediately, and maintain accurate written records of all actions taken.

### Purpose and Scope

This policy sets out the minimum Safeguarding procedures required by the London Borough of Hackney for SEND Home to School Transport providers. It applies to all Jimac Radio Cars Ltd staff, contractors, volunteers and agency workers.

### Key Safeguarding Roles

- Designated Safeguarding Lead (DSL): Davide Machado (Director)
- Deputy DSL: Leanne Kemp (Contracts Manager)

### Recognising Abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

### What to Do if You Are Worried About a Child or Adult at Risk

If you believe a child or adult at risk may be experiencing abuse or neglect, act immediately and report your concern to the DSL/Deputy DSL. Do not investigate yourself. Record facts only and submit your report the same day.

- If there is Immediate risk of harm: Call Police on 999.

- Hackney Children and Families MASH: 020 8356 5500 • MASH@hackney.gov.uk (Mon–Fri 9am–5pm).
- Emergency Duty Team (out of hours): 020 8356 2710.
- Allegations against staff/volunteers: Contact the Hackney LADO via the online referral form or LADO@hackney.gov.uk within 24 hours.
- Adult safeguarding concerns: Online form or 020 8356 5782 (Mon–Fri 9am–5pm).
- Travel Assistance Service (TAS) incident reporting: Submit Hackney Incident Report to transport@hackney.gov.uk within 24 hours, copying the Head of Service.

## **Handling Disclosures**

- Listen and reassure the individual.
- Do not promise confidentiality.
- Use open prompts (e.g., “Tell me what happened”).
- Avoid leading questions.
- Record only factual details (date, time, who, what, where) and submit to the DSL/Deputy DSL the same day.

## **Allegations Against Staff and Volunteers**

Where an allegation meets LADO criteria, the DSL/Deputy DSL will contact the LADO within 24 hours. Internal disciplinary processes will be coordinated with any police and social care investigations as appropriate.

## **Confidentiality and Information Sharing**

Information will be shared lawfully and proportionately in accordance with the Data Protection Act 2018 and UK GDPR. Records must be accurate, factual and stored securely.

## **Training**

- Safeguarding training for all staff: refreshed every 3 years and recorded.
- Safer Recruitment training for managers: refreshed every 2 years.
- Whistleblowing awareness and GDPR responsibilities are included in the induction and refresher safeguarding training.
- Core competencies tracked: First Aid, Equality/SEN awareness, Passenger Assistance, Customer Service and Manual Handling.

## **Safer Recruitment**

- DBS checks at the appropriate level with barred list checks where required.
- Minimum of two references, including most recent employer, verified directly.
- Where a DBS disclosure raises concerns, the DSL consults the Hackney LADO before engagement.

## **Whistleblowing**

Staff can raise Safeguarding or misconduct concerns in good faith without fear of reprisal. Refer to the separate Whistleblowing Policy (Version 2 – Updated October 2025) for detailed reporting and protection guidance.

## **Policy Review and Access**

This policy is reviewed annually or sooner if legislation or Hackney Council guidance changes. It is available on the company website and accessible to all staff and contractors.

<https://jimaccars.com/wp-content/uploads/2025/10/Jimac-Safeguarding-Policy.pdf>