



Safeguarding and Child Protection Policy

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Date	23.04.2026
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Owner	Karen Clayton
Review date	January 27

LUCS safeguarding and child protection policy

LUCS is an entirely volunteer run organisation which is open to the public and provides canal boat cruises and boat charters, hosts school boat trips and operates a tea room and museum. Its canal basin is used for public events such as the annual fun day. LUCS volunteers carry out all the maintenance.

LUCS has no “child care positions” as defined by the 2003 Protection of Children (Scotland) Act nor does it work with children or protected adults as defined by the Protection of Vulnerable Groups (Scotland) Act 2007. No volunteers at LUCS are in a position of significance influence and therefore LUCS does not meet the requirements laid out in Disclosure (Scotland) Act 2020 to necessitate PVGs.

Nevertheless, LUCS recognises the need to safeguard the welfare of children and vulnerable adults as required. The Society will achieve this by:

Child/ vulnerable visitors

During LUCS’ opening hours children and vulnerable people regularly visit the canal centre. Parents/ guardians are responsible for their children while visiting the canal centre and on any boat trips. LUCS volunteers are primarily there to ensure the safety of all passengers and visitors and therefore cannot be responsible for individuals.

Volunteers should minimise situations where they are alone with visiting child/ren in any area of the canal centre. On occasion children/ vulnerable adults may be alone with a volunteer e.g. buying an item from the tearoom. During these times the interaction will be short and it remains the responsibility of the parent/guardian to ensure the child or vulnerable person is supervised.

School/ organisation visits

LUCS does run prebooked boat trips for schools. During these visits the responsibility for the pupils remains with the class teacher/ responsible adults and LUCS does not take responsibility for any individuals or groups. At times a youth organisation charters a boat trip and during these occasions the responsibility for the young people onboard remains with the lead adult. At no time should a child be alone with a LUCS volunteer without a trusted adult from their school/ organisation present as well.

Junior volunteers

The Disclosure Act 2020 lists children and young people as anyone under the age of 18.

LUCS welcomes young people to be volunteers, however in order to safeguard both our members and the young people there are three categories of junior volunteers.

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Anyone 13 or under – Junior volunteers age 13 or under require a parent or guardian to be with them at all times. They can work under the supervision of a LUCS volunteer to complete certain tasks but their parent/guardian must also be there.

The young person, parent/guardian and LUCS safeguarding lead/chair must meet before the young person starts volunteering to review the safeguarding procedures and all parties must sign a permission form. Any communication between LUCS and the young person will be done via their parent/guardian's email or phone number.

Anyone aged 14 or 15 – Junior volunteers who are 14 or 15 do not require an adult from home to accompany them however LUCS volunteers should not be alone with them for any extended period of time. If a junior volunteer is assisting with a task or out on a boat with an adult volunteer, then there must be at least another adult nearby/ on the boat too.

The young person, parent/guardian and LUCS safeguarding lead/chair must meet before the young person starts volunteering to review the safeguarding procedures and all parties must sign a permission form. Any communication between LUCS and the young person will be done via their parent/guardian's email or phone number.

Over the age of 16 – Under the Children and Young Persons (Scotland) Act (2014), a young person is regarded as anyone under the age of 18. However volunteers between the ages of 16 and 18 can be considered in the same manner as someone who works. Therefore anyone over the age of 16 is able to volunteer and work under supervision without any additional measures unless they are considered vulnerable.

Everyone under the age of 18 who regularly volunteers should have an individual risk assessment completed and signed by the volunteer, safeguarding officer and chair.

Workshop and power tools

We have many potentially dangerous tools most of which are kept in the Workshop, which require the correct protection/training to use. Therefore no one under the age of 16 is allowed to use power tools or allowed in the workshop at any time.

Volunteers who may be vulnerable Adults : Although it would not be helpful to formally identify such individuals, committee members are aware of the need to encourage and support such individuals as best they can.

To avoid placing them in a stressful position, LUCS volunteers responsible for the allocation of tasks will ensure that the individuals concerned have the capability to undertake such tasks as is the case for all volunteers.

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In situations where the vulnerable adult requires constant supervision then a trusted adult from their family or in a position of responsibility for the vulnerable adult must be present at all times. In these circumstances it would be necessary to have an individual risk assessment in place and signed by all parties including the safeguarding lead and LUCS chair.

Raising concerns: Should a member of the public report abuse to a LUCS volunteer unrelated to LUCS activities, or any LUCS volunteer become aware of any abuse, or suspected abuse they should take a note of all relevant facts, treat the matter in strict confidence and report this to the safeguarding lead or LUCS official who shall then take action to prevent further abuse. The official shall then seek guidance from National Society for Prevention of Cruelty to Children's helpline (0808 800 5000) or West Lothian Council's Adult Social Care department (01506 281028 / 29) and, where appropriate, report this to the appropriate authorities. The LUCS official shall then convene an emergency committee meeting at which any implicated committee member, or their family, shall be excluded.

If a volunteer is given a large donation for the Society from a member of the public, they should record the details of the donor and pass this, with the donation, to the Treasurer who should be advised if this donation might be from an adult at risk.

Safeguarding Lead

All volunteers will know who is the LUCS safeguarding lead is. It is currently Karen Clayton.

In the event of any safeguarding concerns please contact the safeguarding lead or a committee member as soon as possible.

LUCS Volunteers Responsibilities

All activities will be planned to minimise situations in which abuse may occur.

Volunteers WILL

- Treat all children and young people with respect;
- Provide an example of good conduct they would wish others to follow;
- Ensure that, wherever possible, there is more than one adult present during activities involving children, or at least that there are others within sight or hearing; The exception is in the tea room where children may enter alone to purchase items but volunteers must minimise interactions.
- Remember that others may misinterpret their actions, no matter how well intentioned.
- Avoid putting themselves in situations which put them in vulnerable situations.



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Volunteers WILL NOT

- Allow or engage in inappropriate physical or verbal contact with children or young people;
- Allow themselves to be drawn into inappropriate attention-seeking behaviour.
- Make sexually suggestive comments about, around or to a child, even in fun;
- Exaggerate or trivialise child abuse issues;
- Show favouritism to any individual;
- Refer to a child's ethnicity, religion, gender or disability in a way that is derogatory
- Allow children to use inappropriate language unchallenged;
- Engage in sexually provocative games or horseplay.
- Participate in any video recording or photographs with children or young people which could be misinterpreted.

Incident Recording

- If an allegation is received by any LUCS volunteer about any 3rd party, the volunteer should :-
- Inform the person making the allegation that any information given will be passed on for the purposes of investigation;
- Try to ensure that no-one is placed in a position which could cause further compromise;
- Record the facts on the Incident Report Form, GF.002.
- Record facts and observations, not personal opinions; do not investigate.
- Do not promise to keep anything secret, ensure that the child knows you will listen.
- Inform the Safeguarding lead as soon as practical and pass the completed form to them.