



ANGEL COMMUNITY CANAL BOAT TRUST



Policy:	Safeguarding Children and Young People
Effective Date:	June 2025
Designated Safeguarding Person (DSP):	Phil Gavigan (ACCT Skipper)
Relevant Legislation/ Statutory Frameworks:	<p>The Childcare Act 2006 (amended 2018)</p> <p>The Children Act, 1989</p> <p>The Children Act 1989 (as amended).</p> <p>The Children and Social Work Act 2017.</p> <p>The Safeguarding Vulnerable Groups Act 2006.</p> <p>Working Together to Safeguard Children, Department of Education (2018)</p> <p>NSPCC Code of Conduct for Staff and Volunteers (updated 2018)</p>
Related Policy:	<p>Safeguarding Adults at Risk</p> <p>Training and Development</p> <p>Health and Safety</p>

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ACCT Safeguarding Policy

1. Introduction

The Angel Community Canal Boat Trust (ACCT) is committed to safeguarding the welfare of children and young people. All staff, trustees, volunteers, and contractors have a duty to report concerns and to promote a culture of safety and accountability.

2. Purpose

This document outlines the safeguarding principles and procedures for staff, volunteers and trustees to follow to ensure the safety of all users of the ACCT boats.

3. Definitions

Child or young person means anyone under the age of 18.

Abuse includes physical, emotional, sexual abuse, neglect, and exploitation.

See also Appendix A Glossary of Abbreviations and Terms.

4. Responsibilities

- All staff, volunteers and trustees must read and understand this policy.
- The Designated Safeguarding Person (DSP) is the first point of contact for safeguarding concerns.
- The Trustee / senior safeguarding lead or trustees may act if the DSP is unavailable.
- All concerns must be reported and documented promptly.

5. Recognising Signs of Abuse

Abuse may be physical, emotional, sexual, or neglect or exploitation. Staff, volunteers and trustees should remain vigilant for:

- Unexplained injuries

- Fearfulness or withdrawal
- Inappropriate sexual behaviour
- Poor hygiene or signs of neglect

6. Reporting and Responding to Concerns

- Remain calm, listen, and do not promise confidentiality
- Record what was said as accurately as possible
- Report to the DSP immediately
- Complete a written report using the safeguarding form
- The DSP will assess and escalate to the local authority or police if necessary.

See also:

- Useful contacts at Appendix B below
- Procedures for dealing with Suspicions and Complaints at Appendix C below
- Incident Report Form at Appendix D below

7. Safer Recruitment and Training

All staff, volunteers or trustees who have contact with children or young people must undergo an enhanced DBS check. Background checks will be carried out and references obtained before starting work.

All staff, volunteers and trustees will receive safeguarding training appropriate to their role.

8. Code of Conduct Summary

All staff, volunteers and trustees must:

- Treat everyone with respect and dignity
- Never be alone in private with a child except in exceptional circumstances
- Avoid unnecessary physical contact
- Challenge and report inappropriate behaviour
- Maintain clear professional boundaries
- Use inclusive, respectful language
- Follow ACCT's safeguarding procedures at all times.

See also:

- Code of Conduct for ACCT Staff and Volunteers at Appendix E below
- Safeguarding Guidelines for Skippers and Crew at Appendix F below

9. Review and Updates

This policy will be reviewed every two years or sooner if there are changes to legislation or best practice.

Date policy approved by ACCT
Management Committee:

23 June 2025

Signed: Phil Gavigan

Signed: Giles Eyre

Designated Safeguarding Person

ACCT Chair

Appendix A: Glossary of Abbreviations and Terms

Glossary of Abbreviations

Abbreviation	Definition
ACCT	Angel Community Canal Boat Trust (also known as 'Angel Boat')
DBS	Disclosure and Barring Service
DSP	Designated Safeguarding Person
NSPCC	National Society for the Prevention of Cruelty to Children

Glossary of Terms

Term	Definition
ACCT personnel or staff member	Any employee, Trustee, volunteer or person associated with the management or operation of ACCT's services
Child	Any person who has not yet reached the age of 18 years. We use the term 'child' to also refer to 'young people'
Designated Safeguarding Person	The ACCT member of staff to whom alleged instances of harm should be reported
Disclosure and Barring Service	The DBS is responsible for processing requests for criminal records checks, taking decisions on whether it is appropriate to place a person on or remove a person from the DBS Children's or Adults' Barred List for England, Wales and Northern Ireland
Staff	See 'ACCT Personnel' above
User organisation	The group or organisation (e.g. user groups, adventure play grounds, guides and scouts and other groups using our facility) and which is required to provide not less than two adults who are at all times responsible for the group or organisation members while on ACCT premises including on Angel II of Islington
Young person	See 'Child'

Appendix B: Useful Contacts

Role / Body	Name (ACCT Role)	Phone Number	Email
Designated Safeguarding Person (DSP)	Phil Gavigan (Skipper)	07970 175488	phil@acct.org.uk
Trustee/senior safeguarding lead	Giles Eyre (ACCT Chair)	07786 433786	giles@acct.org.uk
ChildLine	-	0800 1111 (for children - 24 hours)	
NSPCC Helpline	-	0808 800 5000 (for adults - 24 hours)	

Informing the Appropriate Authorities

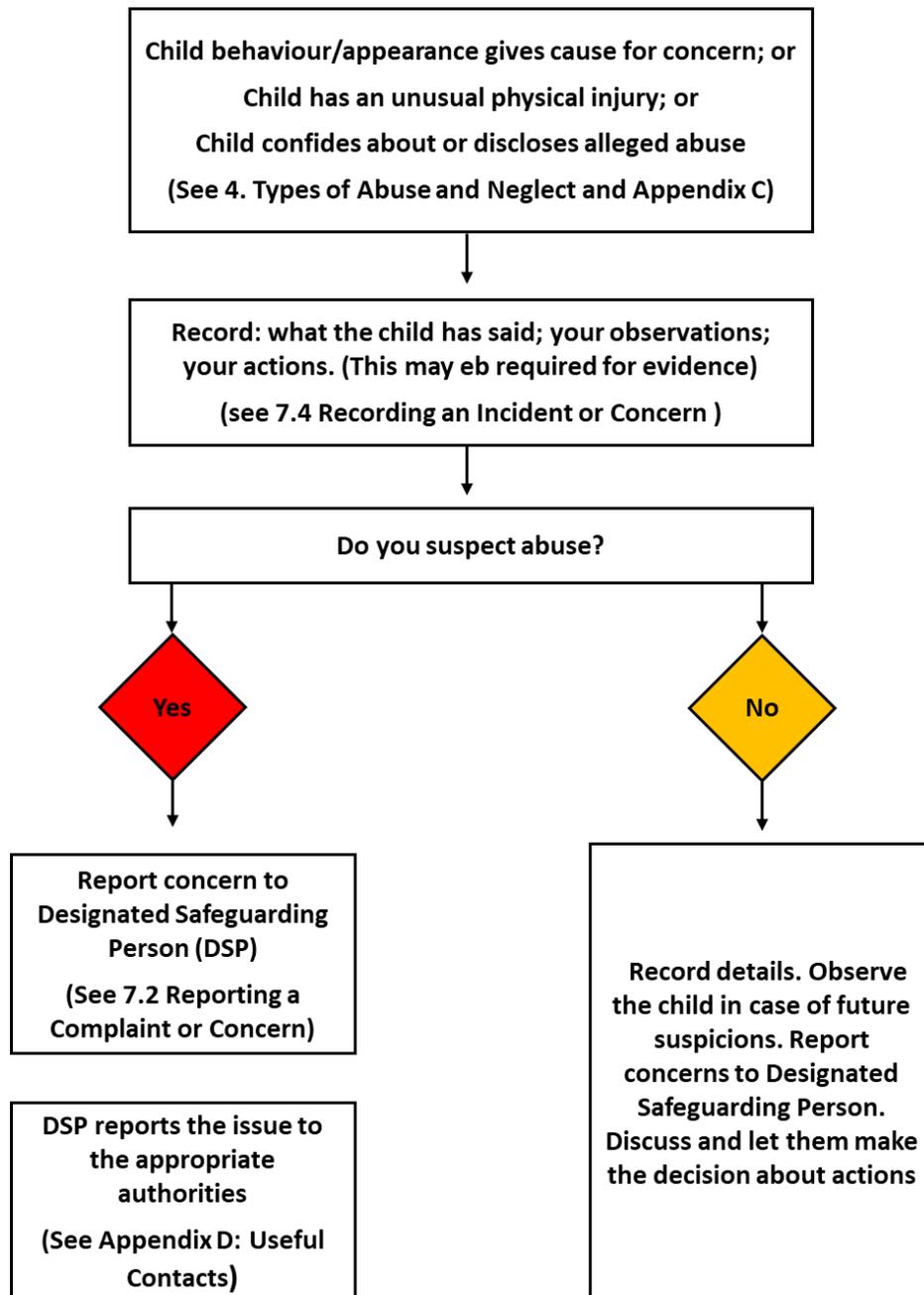
Where child abuse or neglect is suspected it should be raised with the Designated Safeguarding Person (DSP) named on the front of this policy and above. The DSP will determine the action to take. Where he/she decided there are ground of abuse or neglect, he/she will report it to the appropriate authorities, below.

Where there is a risk to the safety of child call the policy should be called (999).

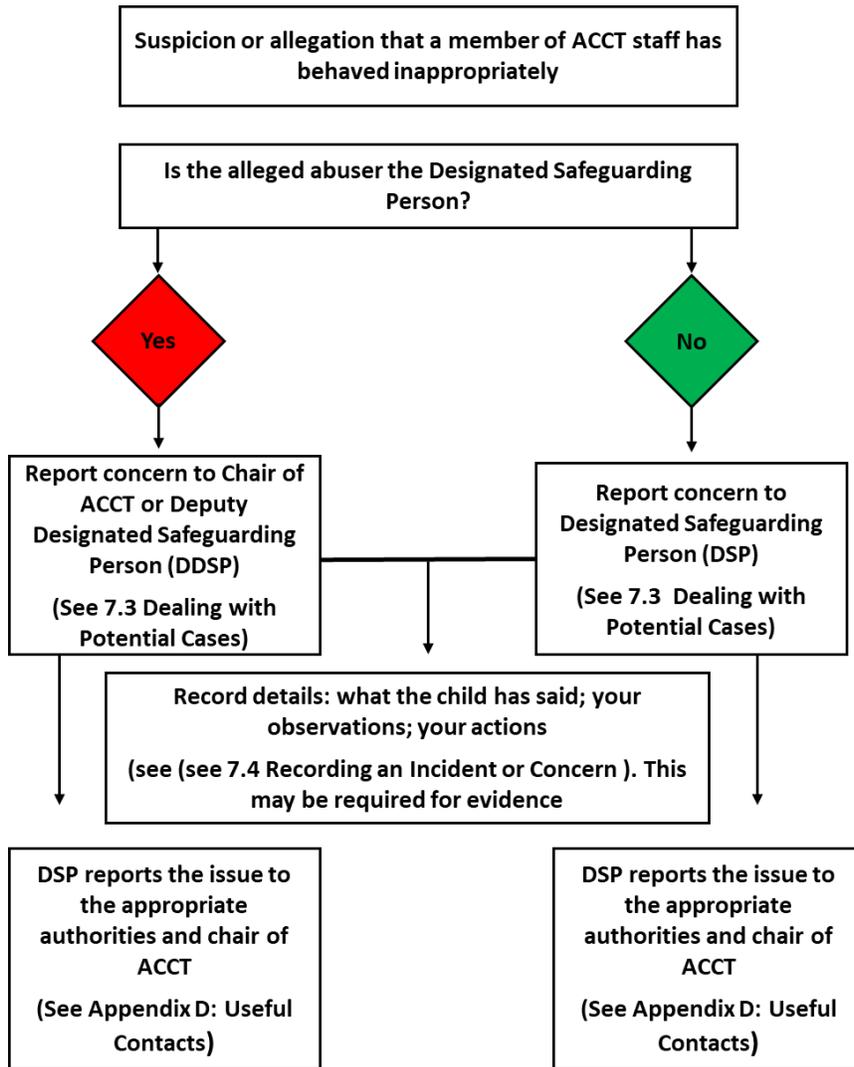
Authority	'Phone Number (09.00-17.00 Monday- Friday excluding Bank holiday)	'Phone Number (Out of Hours/ Bank Holidays)	Email
Camden Council	020 7974 3317	020 7974 4444	
Hackney Council	020 8356 5500 (First Access and Screening Team)	020 8356 2710 (Emergency Duty Team)	fast@hackney.gov.uk
Islington Council	020 7527 7400 (Children's Social Care team)	020 7226 0992	

Appendix C: Procedures for Dealing with Suspicions and Complaints

Here is the procedure for dealing with suspected case of child abuse:



Procedure for Complaints or Suspicions about ACCT Staff



Appendix D: Incident Record Form

Please remember to maintain confidentiality on a 'need to know' basis. Do not discuss this incident with anyone other than the Designated Safeguarding Person (DSP) or those who need to know. Please take advice from the DSP or Chair of ACCT if you are uncertain.

Name of person recording incident:	Position/role:
Child's name:	Child's address:
Parent/carer/guardian Name(s):	Address of parent /carer/guardian (where different to child's address):
Child's date of birth:	
Incident details: This includes an actual incident or suspected incident. Please continue on a separate sheet of paper as required.	
Date of incident:	
Time of incident:	
What the child has said:	
Your observations:	
Action taken so far:	
Agencies/bodies contacted:	
Name of body:behavuo	

Name of person:		
Contact details (phone/email)		
<p>Have the parents/carer/guardian been informed that contact is going to be made with social services?</p> <p>NB: Parents should always be informed unless to do so could place the child at risk of further harm. Please seek advice of this point from the duty social worker if you are uncertain</p>	Yes	No
Signed:	Print name:	
Date:	Time:	

Appendix E: Code of Conduct for ACCT Staff and Volunteers

As a member of staff, Trustee or volunteer with ACCT, you must:

- Comply with our Safeguarding Children and Young People Policy
 - Report any concerns about or allegations of abuse or poor practice to our Designated Safeguarding Person (DSP)
 - Set examples of appropriate behaviour. As children learn by example, volunteers should avoid using sarcasm or discrimination, direct criticism, labelling and unnecessary competition or comparison.
 - Positively encourage good behaviour.
 - Listen to any concerns that children, their parents or youth workers have
 - Respect your position of trust and maintain any boundaries and relationships with children. Engaging in sexual relationships with any child under 16 is illegal
 - Keep any safeguarding training up-to-date
 - Keep children safe by supervising activities appropriately, using safe methods and techniques
 - Ensure you have appropriate staffing ratios of adults to participants before any activity starts
 - Ensure equipment is fit for purpose, safe to use and accessible
 - Respect children's trust and rights whilst being open and honest with them
 - Champion everyone's right to take part and celebrate difference by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
 - Use constructive and positive methods of developing children's skills without humiliating or harming them
 - Challenge and address instances of poor, negative, aggressive or bullying behaviours
 - Ensure that activities start and end on time
 - Promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities
 - Ensure that you are adequately insured to protect against claims of negligence, through ACCT or your own personal insurance if acting as a self-employed agent
- Avoid situations in which you risk putting yourself or the child at risk. This includes being alone with a child unnecessarily

As a volunteer/staff member, you must **never**:

- Engage in any behaviour that constitutes any form of abuse and so staff/volunteers should not physically punish, humiliate or frighten any child
- Engage in rough physical activities, even when playing.
- Deprive any child of, or force any child to consume food or drink
- Engage in sexually proactive activities
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language

- Make sexually suggestive comments about or to a child
- Let a child's allegation go either unchallenged and/or unrecorded
- Do things of a personal nature for a child. If you do have to do things of a personal nature for a child, e.g. take to the toilet, support, lift, etc. particularly if they are very young or have additional needs, then you should obtain the full consent of their parents or other responsible adult and permission from the person in charge of the user organisation. In an emergency situation which requires this type of help, parents, other responsible adults and the person in charge should be fully informed as soon as is practicable. •
- Reduce a child to tears as a form of control
- Undertake any tasks involving children for which you feel inadequately trained or have concerns about

Source: Adapted from template Code of conduct for staff and volunteers. NSPCC Child Protection in Sport Unit. 2018

Appendix F: Safeguarding Guidelines for Skippers and Crew

Golden rules:

- Never be alone with a child or young person except in exceptional circumstances. That includes on the lock side or the rear deck of the boat
- Make sure the responsible adult is close by. Whether one responsible adult can accompany more than one child or young person will depend on the circumstances, including the age and maturity of the children or young people
- Never make physical contact with a child or young person – unless with their responsible adult present and with express permission or in an emergency or to prevent harm
- Never arrange to make contact with a child or young person after the boat trip
- Never use inappropriate language
- Never permit a child or young person to be on the rear deck in the tunnel, whether or not accompanied by a responsible adult
- Never permit all cabin lights off in the tunnel.

Guidance – steering the boat:

When steering the boat, you can permit a child or young person to experience steering the boat. You of course remain in charge and responsible for the boat. You should not delegate this to a crew member. But before doing so:

- Ensure that the section of canal is appropriate - straight, wide, little or no other moving vessels
- Ensure that the child or young person is appropriate – i.e. showing sufficient maturity, big enough/strong enough, calm, likely to be responsive to instructions
- Obtain express permission of the responsible adult who must remain in close proximity on the back deck at all times
- Do not use any direct physical contact to assist in steering
- Terminate the experience clearly and firmly when appropriate or necessary to do so, explaining that you are taking over control of the boat.

Children and young people under the age of 16 must wear a buoyancy aid at all times when on the rear deck if the boat is moving. Children and young people aged 16 or 17 should be offered the use of a buoyancy aid when on the rear deck if the boat is moving. See our Health and Safety policy for details.

Guidance – operating locks:

You or your crew can permit a child or young person to assist in lock operation. You of course remain in charge and responsible for the boat and must, if necessary, give clear instructions to passengers or crew. In doing so:

- Ensure that the lock side is not unusually slippery (rain or ice) and visibility is good
- Ensure that the child or young person is appropriate – i.e. showing sufficient maturity, big enough/strong enough, calm, likely to be responsive to instructions
- Obtain express permission of the responsible adult who must remain in close proximity on the same side of the lock as the child or young person at all times

- Do not permit the child or young person and responsible adult to cross the lock gates
- Do not permit the child or young person and responsible adult to run on the lock side
- Take great care in permitting the child or young person to raise or lower a paddle and do so without making physical contact with the child or young person.

Children or young people under the age of 16 must wear a buoyancy aid at all times when assisting to operate locks. Children and young people aged 16 or 17 should be offered the use of a buoyancy aid when assisting to operate locks. See our Health and Safety policy for details.