



FRIENDS OF DUCHESS WOOD – SAFEGUARDING PROTOCOL

The Friends of Duchess Wood is a charitable organisation registered with the OSCR (Scottish Charity Register)¹. It is a volunteer organisation that exists to assist the landowner of Duchess Wood (Luss Estates Company) in the management of the Wood and to safeguard its benefits to the community in terms of biodiversity and quiet enjoyment by the public (including recreational and educational use).

In pursuit of these aims the Friends often liaise and work in partnership with other organisations, individuals and groups (including local schools and groups working with vulnerable adults).

Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place. Safeguarding includes child protection but goes further and extends to all vulnerable beneficiaries. Charities working with children and vulnerable or protected adults, referred to in this guidance as vulnerable beneficiaries, must do all they can to keep these beneficiaries safe and protected from harm. Charity trustees must always act in the interests of the charity and, where a charity has vulnerable beneficiaries, duty includes making sure that the appropriate safeguarding measures are put in place to prevent and protect them from harm. The risk of harm may never entirely disappear, but the better the safeguards adopted the better able charities are to mitigate those risks.

The Friends of Duchess Wood have no formal Safeguarding policies in place and its members are not vetted for working with vulnerable groups in Duchess Wood. However it is our intent that the Wood is made a safe and welcoming place for people to visit. As such whenever the Friends interact or work with vulnerable groups we will work under the guidance of the relevant group's Safeguarding Procedures and with their properly authorised Responsible Persons that have the appropriate approval to work with children and vulnerable people.

Specific guidance is below:

From time-to-time groups of children from local schools, nurseries and Scouting groups visit Duchess Wood for the purpose of education or volunteering. In addition, some other organisations with potentially vulnerable adults visit the Wood.

These groups must be accompanied by an authorised and suitably trained Teacher, Scout Leader or Group Leader (referred to below as the Responsible Person) with Disclosure Scotland (Protection of Vulnerable Groups Scotland Act 2007) approval to work with children and vulnerable people.

FODW Volunteers are sometimes asked to attend and support these visits.

Some FODW Volunteers may have Disclosure Scotland approval for other activities they may be involved with but, irrespective of this, the following applies to FODW Volunteers when attending visits by young people or vulnerable adults:

- Prior to any new activity taking place always discuss beforehand with the Responsible Person, ideally including a site visit and discuss any specific safeguarding requirements they have. This information should then be passed on to other Volunteers accompanying the visit.
- Never be alone with one or more children or vulnerable adults.

¹ Charity number SC039527



- Ensure any activities you carry out are always in close proximity to the Responsible Person.
- Never take photographs unless invited to do so.
- Do not touch a child or vulnerable adult even to comfort them if they hurt themselves. Bring any such issue immediately to the attention of the Responsible Person.
- If any group is using tools provided by FODW give these to the teacher with a count of what is given out and ask them to recover and hand them back to you when finished with. The teacher should reassure themselves that the tools are safe and that their charges are competent to use them.
- If a Volunteer sees anything which gives cause for concern raise this immediately with the Responsible Person and never approach a child or adult with your concerns.
- In addition if Volunteers are approached by a group of children to visit the Wood for education or volunteering purposes ask for contact details of the Responsible Adult who will be accompanying them and pass this information to the Committee who will make contact to ensure appropriate safeguarding measures are in place. If no details can be given state no such visit should take place.

Protocol drafted by:

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Martin Grafton, Secretary FODW

Protocol approved by:

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