

## **Woodcraft Folk Child Protection Reporting & Recordkeeping Guidelines**



These guidelines support the implementation of Woodcraft Folk's Child Protection, Staying Safe and Data Protection policies. Please see Financial Procedure documents for advice on financial recordkeeping and submission of financial reports.

These guidelines should be adopted by all staff and volunteers in all Woodcraft Folk settings. Those supervising external contractors are responsible for ensuring individuals are aware of our safeguarding procedures and know how to raise concerns.

### ***Raising child protection concerns***

**All concerns** about the welfare or safety of a child or young person (including DFs over 18 years) should be reported and recorded. This includes 'informal' concerns where an individual is unsure of what specifically has raised their concern.

An accurate record should be kept of:

- Date and time of incident/disclosure
- Parties who were involved, including any witnesses to an event
- What was said or done and by whom
- Any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such
- Name of person reporting on the concern, name and role of the person to whom the concern was reported, date and time and their contact details
- Any action taken
- The record should be signed

Concerns or incidents which increase the level of a child or young person's vulnerability should be reported to the Local Safeguarding Officer. The Local Safeguarding Officer will liaise with Woodcraft Folk's Lead Safeguarding Officer to refer concerns, if appropriate to Local Safeguarding Children Boards.

If an adult believes a child or young person is in immediate danger or risk of harm then they should call the Police on 101 and ask for the Duty Child Protection Officer.

Please see Woodcraft Folk's Child Protection Policy for more information and guidance around recognising and responding to concerns about the welfare or safety of children and young people or concerns about the behaviour of those working with children.

### **Reporting concerns, incidents & accidents**

Records of concerns, incidents and accidents are reviewed to:

- Support Woodcraft Folk members to learn and make improvements to both practice and policy based on experience
- Inform child protection decisions, and enable children and young people to be safeguarded
- Inform future recruitment decisions

<b>Type</b>	<b>Report to</b>	<b>Records</b>	<b>Action &amp; review</b>
Child protection concern	Local Safeguarding Officer	Incident/disclosure form	1. Local & Lead Safeguarding Officer to review
Concern about the suitability of an adult	Local Safeguarding Officer	Incident/disclosure form	1. Local & Lead Safeguarding Officer to review and complete adult suitability risk assessment
First Aid required	Parent on collection	First aid form (give to parent) Accident book	1. Review during next group planning meeting 2. Amend risk assessment as necessary
A&E visit	Parent as soon as possible	Accident book Incident/disclosure form (sent to Local Safeguarding Officer)	1. Review during next group planning meeting 2. Amend risk assessment as necessary
A&E visit by multiple members or A&E visit requiring 3 months+ medical treatment	Parent as soon as possible Local Safeguarding Officer within 24hrs General Secretary within 48hrs	Accident book Incident form (sent to Finance & General Purposes Committee)	1. Review during next group planning meeting 2. Amend risk assessment as necessary 3. Review by Finance & General Purposes Committee
Fatality	Parent as soon as possible General Secretary as soon as possible	Accident book Incident form (sent to F&GP)	1. Review by Finance & General Purposes Committee

From time to time records may be used in legal proceeding or insurance claims.

**Guidance on retention periods**

<b>What?</b>	<b>How long?</b>
Child registration/consent form	Keep for 3 years from the date signed ( <i>registration and consent forms should be renewed at least annually</i> )
Register of those attending group and camp (adults and children)	3 years
Minutes of meetings	7 years, unless they contain safeguarding information
Risk assessments	3 years from the date signed
Accident book	3 years
First aid form	3 years from the date of the incident
Incident forms regarding child welfare concerns which were not referred	1 year after the child is no longer engaged in Woodcraft Folk
Incident forms regarding child welfare concerns which were referred to LSCBs	6 years after the child is no longer engaged in Woodcraft Folk
Membership applications	1 year, although a list of members will be maintained
DBS/PVG certificates	3 months, a log will be kept of the DBS certificate number, date of issue and recruitment decision. No copies should be kept beyond 90 days
References	6 years after they are no longer engaged in Woodcraft Folk
Complaints	6 years after the individual is no longer engaged in Woodcraft Folk, unless the complaints questions their suitability to work with children
Concerns about adults suitability to work with children	Until the individual reaches retirement, or for 10 years if that is longer

Approved November 2016, to be reviewed November 2018

### ***Removal from records***

Individuals may request to have their information removed from Woodcraft Folk's Membership database, in such cases this will be done but a record of the individual's involvement in Woodcraft Folk will be maintained e.g. name, date of birth, contact details, role, group, District, length of service, start date & screening decision. Once an individual has been removed from the Membership database they will no longer receive communication from Woodcraft Folk Office, but may be contacted to support an investigation if a child protection issue came to light during their period of involvement.

### ***Branch closures***

If a branch of Woodcraft Folk ceases to operate then their records should be sent by recorded delivery to the Lead Safeguarding Officer, Woodcraft Folk, Units 9 & 10, 83 Crampton Street, London, SE17 3BQ.

### ***Destruction of records***

Records should be incinerated or shredded when the suggested retention period has passed.

### ***Further support & guidance***

If you require information and support please contact Debs McCahon, Lead Safeguarding Officer on 0845 217 8939 or [safeguarding@woodcraft.org.uk](mailto:safeguarding@woodcraft.org.uk)