



New Group Journey

Introduction to resources

The New Group Journey aims to support you set up and run a successful group. The set of resources contains a **timeline, checklist, guidance sheets, online training module and webinar**. Together they will help you understand what makes a group sustainable, plan actions and keep track of progress.

The New Group Journey is organised into **seven colour coded broad subject areas**: **1. People you need** (darker blue); **2. Working together** (light blue); **3. Publicity and outreach** (green); **4. Finance** (pink); **5. Programme planning** (purple); **6. Being part of the Folk** (yellow); **7. Staying safe** (orange). You can work through each resource in any order or just go straight to the information you want.

- The **New Group Journey timeline** is a 1 page summary showing how the steps in each area fit together, in 3 stages: 'finding people' to 'planning your group' and your 'first term and beyond'.
- The **New Group Journey checklist** has space to put names and dates next to actions, then tick them off when they are complete. It has 3 stages, each on a page to print for meetings, as you progress from 'finding people' to 'planning your group' and your 'first term and beyond'.
- The **New Group Journey guidance sheets** give further brief details about each of the 7 broad subject area and links to relevant resources.
- The **New Group Journey training module** is a comprehensive guide to what you need to consider and put in place for a successful group, with examples. There is a short quiz at the end of each section to help you assess your understanding of the subject.
- The **New Groups training webinar** takes you through the steps needed to start a new group, showing you where to find the resources and guidance you'll need.

The [New Groups Project](#) has developed these resources in response to members' feedback and experience of what works. The resources build on wider development work including the Tree project. They aim to help groups grow and be sustainable, and put the strategic plan '[Bigger and Better 2013-18](#)' into action.



New Group Journey Guidance Sheet 1

The people you need

“I want to set up a new group”

A new group may start with one enthusiastic person who begins by spreading the word - see guidance sheet on publicity and outreach. There is often a small group of volunteers and parents with enough children for a fair sized birthday party, which grows into a Woodcraft Folk group.

Identify core group of volunteers

We think you need a minimum of four committed adults to get a group going, but those four people would be very busy indeed if no-one else pitched in.

There are many different roles involved in running a group - from one-off tasks to longer commitments. Many ‘behind the scenes’ roles don’t require you to work directly with children. See our volunteer guide to find a role that suits you: <http://woodcraft.org.uk/resources/national-volunteer-guide>

The main core roles are: group leaders and helpers, safeguarding officer, treasurer, group co-ordinator, secretary and volunteer coordinator. It’s up to you how you divide up the tasks involved; roles can be shared or divided up differently. Just make sure you all have a clear understanding of who is responsible for what.

It’s important that new volunteers are supported in their role, which is why we highly recommend finding a volunteer co-ordinator. If you find someone to fill this role early they can help individuals to find a role that suits their interests and skills. Our volunteer toolkit provides guidance on how to recruit and support volunteers: <http://woodcraft.org.uk/resources/woodcraft-folk-volunteer-toolkit>

Once you start running sessions, you will need at least one adult leader or helper to every 3 Woodchips, one adult to every 5 Elfins, one adult to every 8 Pioneers and one adult for every 10 Venturers to be present at each session.

- Identify four or five core volunteers
- Allocate roles among core volunteers
- Ensure you have enough adult leaders/helpers to provide the recommended ratios for each group night

Adult membership and DBS checks

All adults who regularly volunteer need to be members of Woodcraft Folk. You can join online <http://woodcraft.org.uk/join> or through your local membership secretary (if you have one). Being a member means that you have gone through our screening process: we take two character references and run a DBS (or PVG in Scotland) check.

It is important that you begin this process as soon as possible for each member of your group; you will need two adult members to register your group and open a bank account, and a minimum of two (who also have a DBS/PVG check) to be present at each group night.

- Get all new volunteers signed up as members as soon as possible - at least two volunteers so that you can register your group.

Training Volunteers

It is worth investing the time to benefit from free Woodcraft Folk support and training. You will meet other volunteers, and increase your confidence and knowledge of resources.

We encourage you to analyse your groups' training needs and organise training using local leaders as tutors - session plans are available on the website: In the resources section, select Resource type: 'Training', and select tag: 'session plan'. If your group doesn't include anyone confident enough to lead these sessions, contact your district or another local group to see if anyone can help.

Weekend leader training happens at our centres throughout the year. Check the calendar for upcoming dates: <http://woodcraft.org.uk/calendar>

We are developing a series of webinars to support our groups, which can be watched at your leisure here: <http://woodcraft.org.uk/training-webinars>

- Work out your training needs
- Come to a Woodcraft Folk training and watch our webinars
- Ask your district or nearby groups to help you run local training
- Check your local volunteer centre for free training
- After your first term, think about ongoing training needs

Child recruitment and registration

When welcoming children to your group, use a child registration form so that you collect parental consent, emergency contact and health information before you start running sessions. We recommend you ask for signed hard copies of these, so that all the forms can be collected into a folder to be kept with the group wherever you meet. <http://woodcraft.org.uk/resources/child-registration-form-or-health-consent-form>

If you are expecting a high demand for places, you might want to agree a deadline for applications and a set of selection criteria to keep things fair. These could prioritise: gender balance, proximity to the venue, age, reflecting local ethnic mix, or first come served. If you are prioritising children of the original core group when group launching, make sure you are clear about this from the start. We advise against treating parental help as a criteria for jumping the waiting list after the setup stage.

Remember that you may well have children dropping out, so don't be afraid to start your group slightly bigger than you're aiming for - as long as you have enough adults there.

- Register children who will attend group
- Plan selection criteria if you think there will be high demand

Case studies

Many different approaches have been used to engage more people in Woodcraft Folk. Some of these have been written up as case studies, and are available on the Woodcraft website:

www.woodcraft.org.uk/growinggroups - case studies and examples of how other groups have recruited both children and adults

<http://www.woodcraft.org.uk/recruit-volunteers> - a useful summary, and detailed case studies, about volunteer recruitment in the Folk



New Group Journey Guidance Sheet 2

Working Together

Any group of people that get together for a common purpose needs to get to know each other and develop a common identity and a common way of talking and doing things. This is especially true of organisations like the Woodcraft Folk, where the organisation as a whole has such a strong sense of purpose, and its own traditions and identity. Investing time at the beginning to agree how you will work together is the best thing you can do to ensure the long term sustainability of your group.

Set up group communication tools

Woodcraft Folk Communities are a set of web forums for groups to communicate with each other. Once you register as a group, a 'community' will be set up for you. This is useful for communicating with your core group - those who are signed up members. You can also upload resources such as rotas and session plans here, and publish comments as public so that they appear on your group page. Guidance on how to use communities is here: <http://woodcraft.org.uk/resources/woodcraft-folk-communities-guidance>

Your group web page will also be set up when you register. Some details will already be added to your page, but make sure they are correct, and do add information: you could use this as the main way to communicate with parents - as long as you update it regularly! You need to let Folk office know who your 'webmaster' will be, and they will give that person access to the editing function of your page.

See Shire Oak's group page for an example of what can be done:

<http://woodcraft.org.uk/where/group/leeds/shire-oak-elfins>

Many groups use gmail for managing contacts and communicating with people who aren't members. Once you have set up a gmail email account you have access to google drive, a suite of online software similar to microsoft office. The main advantage of this is that anyone with access can view and edit documents. Saving a rota or session plan here means that all of your group can add their details, and refer back at any point.

Another option is to use social media such as facebook to communicate with your group. Just make sure that if you create a group for planning that it is administered so that people have to request to join. Guidance on using social networking safely is available here:

<http://woodcraft.org.uk/resources/safeguarding-relevant-policies-and-templates>

- Familiarise yourself with your group's Community
- Create an email address with contact lists
- Decide on a way to communicate with:
 - your core group of volunteers
 - families who don't regularly volunteer
 - the wider public who might want to join

Agree how you will all work together

Volunteers work together co-operatively and democratically, to shape the group. They bring different skills, interests and parenting or leadership styles, but a shared motivation to help the group. It is therefore important to work out shared expectations about how to work with each other and young people, and to recognise that the skills for co-operation are developed throughout life, not just when we're elfins!

Woodcraft Folk has developed a set of training materials called Working Together to help groups establish good co-operative working practices. You can download the session plans and resources here: <http://woodcraft.org.uk/resources/working-together-training>

Many groups use the headings from this new group journey as agenda points at their set up meetings - thinking in advance about a standard format for your meetings will ensure they go smoothly.

It is good practice to share responsibility for the tasks involved in running a good meeting. The person with the most to say is the worst person to chair or take notes in a meeting - they will be busy think about the content of the discussion and will find it harder to keep track of time and whether everyone is having their say. If this is happening, it's a sign that responsibility isn't being shared, and someone is probably getting stressed. There is lots of advice out there for how to have constructive and co-operative meetings. If you're not used to making decisions in a group, investing the time to read through them could be an important step in ensuring the long term sustainability of your group.

Bored Meetings is a session plan developed by Woodcraft Folk:

http://issuu.com/woodcraftfolk/docs/bored_meeting

Seeds for Change are a training organisation focusing on consensus decision making, and have great resources: <http://www.seedsforchange.org.uk/resources>

Plan your strategy for promoting positive behaviour at group sessions: acknowledge that all adults will differ in their response to inappropriate behaviour, but make sure you set clear expectations that everyone can agree on. Consistency in the behaviour of adults will be reflected in the behaviour of young people. Ensure all parents and young people know what is expected - run a groundrules activity on your first group night, and make it clear to families that feedback is welcome at any time. Guidance for promoting positive behaviour at group nights is available here:

<http://woodcraft.org.uk/resources/behaviour-management-elfin-groups>

Think about where you meet - at someone's house might be handy for some, but isn't ideal for an open meeting. Meeting in a pub is usually free but you might exclude people who avoid places that serve alcohol for religious or health reasons.

- Set up regular planning meetings
- Agree how tasks will be split between the group, and write a plan which includes when tasks will be done by
- Agree how your meetings will run
- Decide on a venue that is comfortable and accessible to everyone
- Plan a strategy for promoting positive behaviour at your group sessions
- Review how you manage behaviour after your first term

Sustainability Scorecard

You can use the sustainability scorecard at any point in your new group journey to check on the progress you are making and plan how you will ensure your group continues to thrive. [Resource in progress]

There are resources online to support you if you're thinking about growing your group:

<http://www.woodcraft.org.uk/growinggroups>



New Group Journey Guidance Sheet 3

Publicity and Outreach

Initial publicity

Word of mouth can be very effective at the beginning, but don't stop there.

- Request flyers from Folk office: we have flyers to attract volunteers, and ones targeting families. You can also download them here: <http://woodcraft.org.uk/resources/woodcraft-publicity-materials>
- Use our local plans template to advertise your first meetings: <http://woodcraft.org.uk/resources/local-plans-flyer> Distribute on community notice boards, in cafes and community centres.
- Hold at least two open meetings to introduce people to Woodcraft Folk and get them involved. You might need to run activities for children during these meetings.
- See below for more information on publicity.

Register with your local volunteer centre

Find your local volunteer centre and place an advert with them for the roles you are looking for. We've found that meeting with individuals at the centre and building a relationship with them will mean you get far more volunteers coming to you. Don't forget student volunteering hubs - you could target students on courses that reflect the roles you need.

Remember that when you put an advert out for volunteers, the people who reply will have different expectations, experience and motivations from parents, your friends, or people who grew up through Woodcraft Folk. It is especially important that you maintain support with new volunteers, and communicate what is expected of them through induction process. You might want to consider offering travel expenses.

Our volunteer toolkit is a great resource to help you recruit and support volunteers:

<http://woodcraft.org.uk/resources/woodcraft-folk-volunteer-toolkit>

Here are a few websites where you can advertise for volunteers:

<https://do-it.org/opportunities/landing>

<http://www.volunteering.org.uk/>

<http://www.charityjob.co.uk/account/createaccount>

- Advertise volunteering opportunities through your volunteer centre and national volunteering websites.
- Plan in advance how you will support new volunteers: make special efforts to involve newcomers on their own terms. The volunteer toolkit will help with this.

Publicity to children and families

Once you know where and when your group will meet, you will want to start publicising it to more children and families.

Social media and local websites can be very effective in attracting new families. You will find guidance on how to use social media safely here: <http://woodcraft.org.uk/resources/safeguarding-relevant-policies-and-templates>

- Promote your group in online networks of like minded organisations and local community groups
- Set up a facebook page, twitter profile to advertise your group. Netmums and Gumtree have also been effective in finding volunteers and families.
- Contact local schools - you could offer to hold an assembly, or taster activities after school, if this seems a bit daunting maybe you could write some text for the school newsletter and considering giving children flyers to take home.

Hold taster sessions

Hold at least one taster session before you start your group. It should be on the day and time your group will be held, and ideally in the same place. Run activities for children along the lines of a regular group night, and in another room introduce parents and carers to Woodcraft Folk. Here's a sample plan for that first parent's meeting: <http://woodcraft.org.uk/resources/open-meeting-parents-plan>

Run these events before you start to plan your first terms activities. That way you can use your experience at the taster event to reflect as a group - what has it taught you about running group night? Did anything surprise you?

Woodcraft Folk has experience of running outreach activities in parks. If you have the capacity, this is a great way to promote your group and give children a taste of Woodcraft Folk. Find out more about this approach here:

<http://woodcraft.org.uk/resources/playout-handbook>

<http://woodcraft.org.uk/playout>

- Hold at least one taster event, and use the experience to guide your first term's planning



New Group Journey Guidance Sheet 4

Finance

Open group bank account

- As soon as two of your group have completed the membership process, complete group registration form: <http://woodcraft.org.uk/resources/new-group-registration-form>
- Once you are registered, apply to open a Co-operative bank account. Contact Folk office who will send you a letter verifying the group. Use this to support your bank account application. You need at least two signatories to open a bank account, but it will be easier for you to manage your account if four of you are signatories. You should set up your group or district bank account with safeguards in place, such as having two (unrelated) people to sign a cheque or approve a transaction. Here's the form you need to fill in for the Co-op (you need a 'Community' account): <http://www.co-operativebank.co.uk/assets/pdf/bank/business/community/community-directplus-app.pdf>

Agree setup plan and budget

Your treasurer will have to keep accurate records of income and expenditure, and submit a financial return each year, but it is important that everyone shares responsibility for financial decision making and planning from the start.

- Agree a budget together. Review it at the start of each term so you know how much money you can spend on materials for example.
- Agree a system for claiming expenses, and for taking and recording subs. Ensure everyone understands this.
- Once your group is running, ensure all spending is agreed democratically, and everyone knows how to claim money back.

Here are a couple of key finance resources:

<http://woodcraft.org.uk/resources/accounting-spreadsheet-groups-districts>

<http://woodcraft.org.uk/resources/treasurers-handbook>

Raise funds to support your group

Grant applications - There is support online to help you with external funding applications:

<http://www.woodcraft.org.uk/funding>

<http://woodcraft.org.uk/resources/woodcraft-folk-funding-bids-policy>

Gift Aid - Any donations you receive can be increased by $\frac{1}{4}$ if the donor is a UK taxpayer and fills out a short gift aid form. In many cases you can claim Gift Aid on money paid by parents/carers - this is explained fully in our Webinar on Gift Aid:

<http://woodcraft.org.uk/webinars/gift-aid> <http://www.woodcraft.org.uk/resources/gift-aid-guidance-district-treasurers>

Fundraising events - Sponsored walks, baking sales, jumble sales. These can be a fun way to involve everyone in raising money and it can also help raise your profile in the local community. You could split funds raised between the group and another charity.

- Apply for external funding such as national lottery grants eg. Awards for All.
- Ask your local council or CVS about local grant funds targeted at your community.
- Find out about gift aid and use it in your group.
- Don't forget you can also run events to fundraise for your group

Submitting an Annual Financial return

Every year the Woodcraft Folk has to submit its accounts to the Charity Commission for

approval. As we're all one charity your group will need to provide financial information for the previous year (if applicable).

Toward the end of each year financial return forms are sent out by email to Group or District Treasurers. Your group will be required to complete and return a financial statement for the period of 1st January – 31st December of the previous year. If your group has only been open for a small part of the previous year you are still required to provide this information. The financial return will need to be returned to Folk Office by the deadline specified on the forms along with a copy of the group's bank statement (if applicable) showing the closing balance for the year.

Blank financial forms are available at: <http://woodcraft.org.uk/resources/financial-return-forms-guidance>

If your group does not return their financial statement to Folk Office by the deadline this may delay the organisation in getting the charities accounts accepted by the auditors. Folk Office and volunteers are on hand to support new groups with producing their first financial return. Any questions can be sent to returns@woodcraft.org.uk.

A similar annual process happens with group registration and fees. See the 'Being part of the Folk' guidance sheet for more information.

Take out insurance

Equipment - as a new Woodcraft Folk group you may at some point consider purchasing some larger items such as tents, marquees, camping equipment, parachutes etc. These items should be insured against things like damage and theft.

Woodcraft Folk offers all groups the opportunity to join the national policy and insure their equipment. The current cost of insuring equipment for groups is £10 per every £1000 worth of equipment plus a 10% admin fee. The policy is renewed every year in March. Invoices are prepared and sent out to Group & District Treasurers in April.

If you would like to insure your equipment with woodcraft Folk or have any questions contact info@woodcraft.org.uk.

Public liability - all registered Woodcraft Folk groups are covered by our Public liability insurance. We have £5MIL worth of public liability cover. This insures all Woodcraft Folk activities and any third party claims that can be made (theft, damage, personal injury etc).

As a new group you may require a copy of this certificate to present to your group's venue, external event coordinators and for booking campsites. A copy of our public liability insurance certificate can be found here on our website: <http://woodcraft.org.uk/resources/public-liability-insurance-certificate>. The policy is automatically renewed in March every year.



New Group Journey Guidance Sheet 5

Programme planning

Your programme distinguishes a Woodcraft Folk group from a drop in youth club, and is crucial to your success. It is also the main way of exploring the aims and principles of the Woodcraft Folk with your group. Planning your sessions on a half term or termly basis will ensure continuity, and writing a well thought out session plan will give you the confidence and structure to be flexible and creative.

Agree venue, day and age group

These are the first factors that will influence programme planning. Make sure your venue has space for running round games as well as more sedentary activities. Other factors to consider include cost, accessibility, proximity to members and good green space, and how approachable building managers are.

Guidance for finding a good venue is available here: <http://www.woodcraft.org.uk/resources/how-find-good-venue>

- Choose a venue
- Choose an age range and day and time to meet

Develop term 1 programme

Arrange a planning meeting for after your taster sessions and child registration deadline. That way you can begin to tailor activities to the needs and interests of individuals in your group.

We recommend you start by writing up a skills inventory. Play to the strengths and enthusiasms of those in the group - that means young people as well as adult leaders.

Right from the start, make sure your activities promote our aims and principles - don't lose sight of why you're running the group, and take time to reflect on whether you are meeting aims of your sessions. You're not a Woodcraft group if your sessions don't reflect the values of the organisation set out in the aims, principles and programme. <http://woodcraft.org.uk/aims-and-principles>

Your group activities are an opportunity to engage young people in improving their own neighbourhood, in raising awareness of campaigns for social justice locally and globally and having an impact on the world around them. There are lots of case studies to inspire social action on our website: <http://woodcraft.org.uk/youth-led-projects>

Co-operative games are a vital part of the Woodcraft Folk. The book and DVD 'Games, Games, Games' is available via folk supply: <http://shop.woodcraft.org.uk>

Woodcraft Folk have badges and working towards them can be a helpful way to structure a term: <http://woodcraft.org.uk/resources/badge-work>

You can order badges, resource booklets and record sheets from Woodcraft Folk's online shop: <http://shop.woodcraft.org.uk/collections/resources>

Linking in with annual observance dates such International Women's Day, Refugee Week or May Day is a great way to get your groups thinking about big ideas.

The Woodcraft website has lots of downloadable resources that help explore big ideas in ways that are accessible for children and young people. The main portals are here:

<http://issuu.com/woodcraftfolk/stacks>

<http://woodcraft.org.uk/resources/what-typical-group-night>

<http://www.woodcraft.org.uk/resources/programme-planning>

<http://woodcraft.org.uk/resources/woodcraft-folk-catalogue-empowering-resources>

- Your first planning meeting should reflect the interests of everyone involved, and include planning to our aims and principles and promoting positive behaviour.
- Plan a social action activity.
- Organise a day trip or walk beyond the weekly group night to help everyone get to know each other better.

Plan a trip

Camping and hostelling are an important part of the Woodcraft Folk experience. They give young people the chance to experience co-operative life 24/7, and relationships formed during group nights will be strengthened in this environment.

<http://www.woodcraft.org.uk/outdoor-centres> <http://www.woodcraft.org.uk/resources/have-good-weekend-guide>

- Plan a camp or hostel trip. Check out Woodcraft's outdoor centres or find a nearby campsite.
- If you're daunted by the idea of a residential trip, consider linking up with your district or another group.
- Remember that ALL adults on a residential need to be members, and have their DBS/PVG forms back.

Review impact of term one and plan for term two

Involve young people when reviewing and planning: whenever possible, you should be giving young people the opportunity to participate in the decisions made about their group. This might not be possible before the group has begun, but be sure to build it into your programme, paying special attention to it whilst planning for your second half term's programme. Some great resources exist to support you in this:

<http://woodcraft.org.uk/trail>

<https://woodcraft.org.uk/resources/choose-it-plan-it-do-it>

Review your techniques for promoting positive behaviour at every planning meeting - are there any recurring issues? How can you change your approach to improve the situation?

- Evaluate and reflect on your first term, with input from young people
- Plan the next term's activities



New Group Journey Guidance Sheet 6

Being part of the Folk

All Woodcraft Folk groups work slightly differently, but we share strong values that help us work together positively. Connecting to individuals and groups within the wider movement will mean you have access to support when you need it, and you'll probably make great friends.

Identify a group buddy

You might ask the group you visited to support you in your first year. It's always good to have someone with a bit of experience on the end of the phone. If you can't find any existing groups to support you, try posting on the national facebook group, or emailing Folk office.

Register group with Folk office

This is absolutely vital - you're not a Woodcraft Folk group without it.

You need two Woodcraft members to apply, but if you're in a rush, you can send off their membership applications and DBS/PVG forms along with the group form.

Here's the form you need: <http://www.woodcraft.org.uk/resources/new-group-registration-form>

Registering as a group means you will:

- be set up with a group web page
- be covered by our public liability insurance (as long as you comply with our policies),
- get support from Folk office and get relevant updates

Visit an existing group

Check out what groups run nearby using this map: <http://woodcraft.org.uk/where>

Arrange to visit them on a regular group night to get a feel for what your group might look like. What approaches would you like to replicate? What will you need to do differently to make your group work for you?

Get t-shirts, badges and resources from Folk Supply

Woodcraft Folk costume is a green top with our logo. Children and adults can choose to wear the traditional green shirt, "woodie hoodies" or design and make their own t-shirt. Folk Supply is Woodcraft Folk's online shop. Go here to stock up on badges, Folk costume, session resources and more: <http://shop.woodcraft.org.uk/>

Participate in WcF democracy

Woodcraft members shape how the organisation works across the UK. Find out about how Woodcraft Folk operates: General Council, Annual Gathering, and our branch structure are all things you should familiarise yourself with: <http://woodcraft.org.uk/resources/structure-woodcraft-folk>

<http://www.woodcraft.org.uk/members/council>

<http://www.woodcraft.org.uk/annual-gathering>

Once you have got to grips with running your group, you might want to consider getting involved at the district, regional, or national level. See our Volunteer Guide for more information:

<http://woodcraft.org.uk/resources/national-volunteer-guide>

Enabling young people to have a voice in our democracy is at the heart of what we do. There are resources to help your group prepare for Annual Gathering here:

<http://woodcraft.org.uk/resources/AG-prep>

As well as Annual Gathering, Woodcraft Folk members come together every year for camps, both local and national, and for Development Conference.

Check out the events Calendar on the website and speak to your local groups to find out more:
<http://woodcraft.org.uk/calendar>

Share what you've learnt

Once you have been running the group a while, it would be great if you could share your experience with another new group. What makes Woodcraft Folk great is its sense of community - and now you're a part of that!

A very practical way to do this is to upload your resources to the website (you have to sign in as a member): <http://woodcraft.org.uk/node/add/resource>

Annual Group Registration

Each year your group is expected to register and pay registration fees to the Woodcraft Folk.

Group registration fees should be paid by your group every year as your financial contribution to the Woodcraft Folk movement. Registration ensures that groups are recognised and that Woodcraft Folk can provide them with support and background services including essential things such as public liability insurance, charity registration, financial accountability and safeguarding.

Group registration forms are sent out by Folk Office toward the end of the current year which needs to be completed and returned by January of the following year. All forms will be sent to the coordinator for your or district to complete. Copies of the forms are available on our website <https://woodcraft.org.uk/resources/group-district-registration>. If your group is not in a position to pay their registration fees you must contact Folk to discuss.



New Group Journey Guidance Sheet 7

Staying safe

Staying safe is an important part of ensuring our young people get the most out of their Woodcraft Folk experience. Anything we do to ensure the safety of the people in our care can be considered safeguarding. It's important that we see safeguarding as something we do day to day, rather than a process that kicks in when something goes seriously wrong. All the safeguarding guidance is available through the safeguarding portal on the website:

<http://www.woodcraft.org.uk/safeguarding>

Write a local safeguarding plan

A safeguarding plan outlines the steps everyone needs to take to ensure the young people in your care are safe from harm. Find example plans to adapt here: <http://woodcraft.org.uk/resources/local-safeguarding-plans>

Writing the plan will usually be led by the safeguarding officer but everyone should help and at the very least know what it says, and be putting it into practice. All adult volunteers need to be aware of and implementing Woodcraft Folk policies. This makes sure everyone is on the same page and your group is covered by our public liability insurance. For this reason it's important that all volunteers get a proper induction which familiarises them with the policies and procedures you have in place.

The most important piece in the safeguarding jigsaw is making sure that everyone knows who to talk to if they are worried about a young person's safety. By everyone we mean volunteers, parents and guardians, and also children and young people. Give everyone the contact details of your safeguarding officer, and make sure that person is available to respond to concerns in a timely manner.

Assessing risk is an important part of safeguarding against preventable accidents. Write a risk assessment that covers the activities you do on group nights, and update it if you do an activity where a new risk is introduced - such as using a different space, going on a trip or cooking. Make sure that all adults and young people are aware of the risks that have been identified, and how you will minimise them. Don't forget that involving young people in assessing risk is important for their development too. Check out the 'The Play Safety Forum' for in depth and common sense guidance on this: <http://playengland.org.uk/resources/managing-risk-in-play-provision-implementation-guide.aspx>

Woodcraft Folk guidance on how and when to write risk assessments is available here:

<https://woodcraft.org.uk/webinars/risk-assessment>

<http://woodcraft.org.uk/resources/template-risk-assessment>

In your safeguarding plan you will need to prepare for providing first aid provision. You will need to carry a first aid kit whenever your group meets, and report all accidents using a first aid log book and our incident reporting forms where appropriate. It is not a requirement that all members are trained in First Aid. It is however advisable that some members are confident in first aid, especially when attending a camp off the beaten track. Your group and members are covered by Woodcraft's insurance (if you are registered and comply with policies and procedure) should there be any legal liability in connection with your activities.

<http://woodcraft.org.uk/resources/example-1st-aid-policy>

<http://woodcraft.org.uk/resources/accident-report-form>

- Write a safeguarding plan
- Make sure everyone knows who to talk to if they are worried

- Induct all new volunteers so that they know their responsibility in implementing the safeguarding plan and other policies.
- Write risk assessments for a typical group night, and any other activities that fall outside that.
- Get a first aid kit, and plan for how you will provide first aid.
- Review safeguarding arrangements termly

Keep safeguarding in mind

If you have achieved any of the other steps in the new group journey, you will have already considered safeguarding measures - maybe even without realising it.

- ★ When looking for a venue, you will have chosen one which is safe to play in and is accessible to those who will attend.
- ★ When working out how your group will communicate with each other, you will have set up a process and culture that enables adults to easily contact each other if an issue arises. There are specific communication procedures you will need to work out as part of the safeguarding plan, but a good communication strategy will have prepared the ground for this well.
- ★ When you become members as individuals you will have gone through Woodcraft Folk's screening policy - provided references and had a DBS/PVG check. You will be making sure that you have enough adult members at each group night and non-members are supervised. If you have been on an overnight stay all adults who came along will be members.
- ★ When you register children to join your group, you will have taken emergency contact details and asked for details of any relevant health issues. You'll make sure that information is easily available to the adults responsible for ensuring young people's safety - and no-one else. Read through the data protection policy here: <https://woodcraft.org.uk/resources/data-protection-policy>
- ★ During group nights you will keep a register so that you know exactly who you are responsible for, and that you know where they are. Here's an example register for you to use and adapt: <https://woodcraft.org.uk/resources/example-group-register>
- ★ You will have thought about what training you might need. This might involve finding someone from another group who can deliver a safeguarding session, contacting your Local Safeguarding Children's Board, who can deliver general safeguarding training, or sending some of your group on a first aid course.
- ★ When planning your programme, you will have made sure that all the activities you plan are appropriate for the group, and you will have come up with ideas about how to manage behaviour during activities so that no-one gets hurt.