

**Safeguarding:  
February 2012**

## **Banbury Woodcraft Safeguarding Plan**

### **Essential contacts:**

**Local Safeguarding Officer:** ...Roger D. Cox 01295 261225, [r.cox@har.mrc.ac.uk](mailto:r.cox@har.mrc.ac.uk)

**Local Authority Designated Officer:** Shaun Hanks - Service Manager Safeguarding and QA

Tel: 01865 815232. Mob: 07917 534375 [shaun.hanks@oxfordshire.gov.uk](mailto:shaun.hanks@oxfordshire.gov.uk)

**Local Safeguarding Children Board:** Oxfordshire Safeguarding Children Board, Oxfordshire County Council, County Hall - 3rd floor, New Road, Oxford, OX1 1ND, Tel: 01865 810628. [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)

Children's Social Care team on one of the following numbers:

Access to Information and Services Team (in office hours): 0845 050 7666

Emergency Duty Team (outside office hours): 0800 833 408

Banbury Assessment Team: 01865 816670

**Lead Safeguarding Officer:** Debs McCahon, Membership Development Manager 0845 217 8939 [deborah.mccahon@woodcraft.org.uk](mailto:deborah.mccahon@woodcraft.org.uk)

**Deputy Lead Safeguarding Officer:** Jon Nott, General Secretary, 020 7703 4173 [jon.nott@woodcraft.org.uk](mailto:jon.nott@woodcraft.org.uk)

**NSPCC helpline** 0808 800 5000

<b><i>Activity</i></b>	<b><i>Things to consider</i></b>	<b><i>Agreed National Practice/Policy</i></b>	<b><i>Agreed Local Practice</i></b>
Recruiting & Screening volunteers	Providing a supervised taster period, of no more than 3 months, for all new volunteers Be clear and targeted in volunteer recruitment, with identified roles	All regular volunteers must complete a membership application form, and sign the safeguarding declaration All regular volunteers must complete a CRB enhanced disclosure All regular volunteers must provide 2 references, one of which must be external to WcF	Letter to parents when child Joins Woodcraft letting them happy for them to come along to sessions but if they come regularly they will have to have Woodcraft CRBs. Provide supervised taster period of 2 months for new regular volunteers.
Managing	Operating a signing in/out system	A register of members (adults and	Parents or guardians must give

<p>arrival and departure from group</p>	<p>Consider identifying a key leader to take responsibility for signing in/out and collecting subs Children should not be left by parents until all leaders have arrived Should children and young people travel home unaccompanied?</p>	<p>children) should be kept</p>	<p>permission for children to travel home unaccompanied. Confirm with parents if someone is picking them up who you do not know ask parents to let you know if this is the case. Each group should designate a leader to take register and collect subs. Leaders should sign out if leaving for a significant amount of time. Children should not be left by parents until 2 over 18 leaders have arrived.</p>
<p>Communicating with parents/carers</p>	<p>Host an annual 'Introducing Woodcraft Folk' session for new parents Produce an information leaflet for parents Email the term programme to all parents, children, young people and volunteers</p>		<p>Give leaflet and introduction letter and health and photo consent form too parents. Email the term programme to all parents, children, young people and volunteers Host an annual 'Introducing Woodcraft Folk' session for new parents</p>
<p>Risk assessments</p>	<p>Involve children/young people and volunteers in developing written risk assessments Risk assessments should be available for all to reference at the activity Risk assessments should be reviewed annually, or following a serious incident</p>	<p>See Health &amp; Safety for Groups Policy A written risk assessment should be produced for each venue and regular activity type</p>	<p>Involve children/young people and volunteers in developing written risk assessments Risk assessments should be available for all to reference at the activity Risk assessments should be</p>

	or accident		reviewed annually, or following a serious incident or accident Risk assessments to be illustrated/decorated with young members as awareness and consultation.
Recruiting children/young people	How should you promote your group or activity? How should you deal with children/young people who turn up unannounced and unaccompanied?	Every child should complete a registration form, that includes health information before attending an activity (national template available) Parental/carer consent should be sought for Woodchips – Venturers age groups	Get verbal consent and contact details details from parent or carer if young person (under 16) turns up unannounced. When promoting ask that young people bring a parent or carer with them for consent the first time they attend.
Managing disruptive or inappropriate behaviour	Agree a code of conduct/groundrules with your group Group Leaders should discuss and agree strategies for managing disruptive and inappropriate behaviour, including bullying. These strategies should be reviewed during planning meetings		Agree a code of conduct/groundrules with your group Group Leaders should discuss and agree strategies for managing disruptive and inappropriate behaviour, including bullying. These strategies should be reviewed during planning meetings
Collecting, storing and using data	It is essential to have quick access to emergency contact details and health information	See Data Protection Policy	Have emergency contact details and health forms at all activities in a confidential folder. Secretary to keep password protected list of members, contacts and emergency contacts.
Supervision of children/young		At least two current Woodcraft Folk members over the age of 18 years are	

people		present and engaged in the activity Appropriate adult:child/young people ratios are maintained e.g. one adult to every 3 Woodchips, one adult to every 5 Elfins, one adult to every 8 Pioneers and one adult for every 10 Venturers	
Policy and procedure awareness	Prepare a policy file to be available to all volunteers, parents or children/young people	All policies are available at <a href="http://www.woodcraft.org.uk/policies">www.woodcraft.org.uk/policies</a> All safeguarding material is available at <a href="http://www.woodcraft.org.uk/safeguarding">www.woodcraft.org.uk/safeguarding</a>	Prepare a policy file to be available to all volunteers, parents or children/young people Group leaders receiving annual safeguarding training
First aid provision		All injuries (and near-misses) should be recorded A first aid kit should be available	Annual review of first aid skills and equipment. At least one leader with first aid training at all activities.
Preparation and training of volunteers		See Training Policy Introducing Woodcraft Folk Exploring Safeguarding Training	
Dealing with complaints, allegations and concerns	The Local Safeguarding Officer should be easily available, or nominate a deputy. It is good practice to have 3 members willing to work together as a panel to handle safeguarding issues, members of different genders and ages work best.	All concerns and allegations should be recorded using the incident/disclosure template All concerns and allegations should be passed on to the Lead Safeguarding Officer	Make sure home and mobile contact details to Local safeguarding officer are available to all volunteers.

As a group you will find it useful to consider the following:

- Photography and video recording
- Use of transport e.g. public transport or volunteer drivers (see Woodcraft Folk Transport Guidance)
- Food preparation at group night or at camp
- Social networking, internet use & group website

- Sleeping arrangements on camp

