

Local Safeguarding Plan Template

Essential contacts:

Local Safeguarding Officer:

Local Authority Designated Officer:

Local Safeguarding Children Board:

Lead Safeguarding Officer: Debs McCahon, Membership Development Manager 0845 217 8939

deborah.mccahon@woodcraft.org.uk

Deputy Lead Safeguarding Officer: Jon Nott, General Secretary, 020 7703 4173 jon.nott@woodcraft.org.uk

NSPCC helpline 0808 800 5000



<i>Activity</i>	<i>Things to consider</i>	<i>Agreed National Practice/Policy</i>	<i>Agreed Local Practice</i>
Recruiting & Screening volunteers	Providing a supervised taster period, of no more than half a term, for all new volunteers Be clear and targeted in volunteer recruitment, with identified roles	All volunteers must complete a membership application form, and sign the safeguarding declaration All regular volunteers must provide 2 references, one of which must be external to Woodcraft Folk All volunteers must have a named supervisor All regular/unsupervised volunteers must complete an enhanced DBS/PVG disclosure	
Managing arrival and departure from group	Operating a signing in/out system 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?	A register of members (adults and children) should be kept	

<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>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 or accident</p>	<p>See Health & Safety for Groups Policy A written risk assessment should be produced for each venue and regular activity type</p>	
<p>Recruiting children/young people</p>	<p>How should you promote your group or activity? How should you deal with children/young people who turn up unannounced and unaccompanied?</p>	<p>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</p>	
<p>Managing disruptive or inappropriate behaviour</p>	<p>Agree a code of conduct/ground rules 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</p>		

Collecting, storing and using data	It is essential to have quick access to emergency contact details and health information	See Data Protection Policy	
Supervision of children/young people		At least two current Woodcraft Folk members over the age of 18 years are 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 www.woodcraft.org.uk/policies All safeguarding material is available at www.woodcraft.org.uk/safeguarding	
First aid provision		All injuries (and near-misses) should be recorded A first aid kit should be available	
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	

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 (see Woodcraft Folk's Social Media and Networking Guidance)
- Sleeping arrangements on camp