



Shire Oak Woodcraft Safeguarding Plan

Essential contacts:

Local Safeguarding Co-ordinator: Zola Riley – 07742 056212

District Safeguarding Co-ordinator:....Bryony Rowntree 07760 464551/0113 224 9915.....

Leeds Local Safeguarding Children's Board: ... LSCB: 0113 247 6538; leedslscb.org.uk; Duty and Advice Team: 0113 376 0336.....

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		<p>All regular volunteers must complete a membership application form, and sign the safeguarding declaration</p> <p>All regular volunteers must complete a DBS enhanced disclosure</p> <p>All regular volunteers must provide 2 references, one of which must be external to WcF</p> <p>See Training Policy Introducing Woodcraft Folk Exploring Safeguarding Training</p>	<p>All volunteers to read Local and National Safeguarding Policies, Groups Risk Assessments and Code of Conduct and sign the group volunteer agreement.</p> <p>Volunteers helping at group sessions more than once a month will be required to complete Woodcraft Folk membership.</p> <p>Volunteers without a DBS check cannot be alone with children at any time and cannot attend residential. DBS checked</p>

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By Bryony Rowntree and Katy Redgrave

			volunteers should avoid being alone with children who are not their own and should inform another DBS checked volunteer, before and after, when this is unavoidable.
Managing arrival and departure from group nights		A register of members (adults and children) should be kept	<p>One DBS checked volunteer to take the register each session and make sure children are met by their parent or carer at the end.</p> <p>Parent/carers to inform leaders if someone else is picking their child up.</p> <p>Children should not be left by parents/carers if there are not enough adult volunteers present, i.e. 1 adult per 5 Elfins.</p> <p>Register includes who the DBS checked and First Aid trained volunteers are.</p>
Communicating with parents/carers			<p>Run bitesize training annually at district level.</p> <p>Welcome information leaflet for new families. Fliers with event info.</p> <p>Regular communication through email, closing circle at group nights and drop off and pick up.</p>

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<p>Risk assessments</p>		<p>See Health & Safety for Groups Policy A written risk assessment should be produced for each venue and regular activity type</p>	<p>Elfins are involved in the creation and reviewing of ground rules and risk assessing activities.</p> <p>Risk assessments exist for 1) Hall/school grounds sessions and 2) Local outdoor sessions 3) Each residential 4) Any other activity not covered above.</p> <p>Risk assessments to be reviewed annually at a planning meeting, or following a serious incident or accident.</p> <p>Risk assessments should be available for all to reference at the activity.</p>
<p>Recruiting children/young people</p>		<p>Every child should complete a registration form, that includes health information before attending an activity (national template available)</p> <p>Parental/carer consent should be sought for Woodchips – Venturers age groups</p>	<p>Parents/carers of new children/young people will complete and sign a registration form including health information and permission (with conditions) for use of photographic material.</p> <p>Children who come unaccompanied and unannounced should be asked to come back with their parent/carer another time or ask their parent/carer to get in touch with the group</p>

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			contact.
Managing disruptive or inappropriate behaviour	<p>Agree a code of conduct/ground rules with your group</p> <p>Group Leaders should discuss and agree strategies for managing disruptive and inappropriate behaviour, including bullying. These strategies should be reviewed during planning meetings</p>		<p>The Welcome Information Leaflet should include expectations of behaviour.</p> <p>The above, the ground rules, strategies and responsibilities for managing disruptive behaviour will be continually reviewed.</p> <p>Bitesize training will be available for volunteers, at least annually, at district level.</p>
Collecting, storing and using data		See Data Protection Policy	<p>Emergency contact and health information will be updated when appropriate.</p> <p>This information will be held in a folder that will be brought to each activity and will be stored confidentially by a group leader in between sessions.</p>
Supervision of children/young people		<p>At least two current Woodcraft Folk members over the age of 18 years are present and engaged in the activity</p> <p>Appropriate adult:child/young people ratios are maintained e.g. one adult to every 3 Woodchips, one adult to every 5 Elfin's, one adult to every 8 Pioneers and one adult for every 10 Venturers</p>	<p>Higher ratios will be considered for activities that take place off-site or where otherwise seems appropriate.</p>
Policy and procedure awareness		<p>All policies are available at www.woodcraft.org.uk/policies</p> <p>All safeguarding material is available at</p>	<p>All volunteers will be required to read key policies and to sign an agreement to confirm that they</p>

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		www.woodcraft.org.uk/safeguarding	<p>have read and understand them.</p> <p>Parents/carers will be made aware that they can access the policies and will be encouraged to do so.</p> <p>The Safeguarding plan will be reviewed with current legislation, guidance and good practice in mind annually.</p>
First aid provision		<p>All injuries (and near-misses) should be recorded in a carbon-copy accident book, with the copy given to the parent.</p> <p>More serious injuries will be recorded on the First Aid Report Form to be given to the parent.</p> <p>A first aid kit should be available for all sessions.</p>	<p>We aim to have a qualified first aider at all group night sessions, at present we will have one present most weeks.</p> <p>A qualified First Aider must be present at residentials and must be considered as part of the risk assessment for other activities.</p>
Dealing with complaints, allegations and concerns	<p>The Local Safeguarding Co-ordinator 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.</p>	<p>All concerns and allegations should be recorded using the incident/disclosure template.</p> <p>All concerns and allegations should be passed on to the Lead Safeguarding Co-ordinator.</p>	<p>All concerns and allegations will be passed on to the group Safeguarding Co-ordinator who will share the information with the District Safeguarding Co-ordinator. They will decide a course of action together, referring to the National Lead Safeguarding Officer when/if appropriate.</p> <p>The Group Safeguarding Lead will then share the information with</p>

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			<p>the child/young person's school and will take the agreed action.</p>
Photography and video recording			<p>The child registration form should include a section asking for permission for children to be in photos for publicity and on our social media pages.</p> <p>Any children we do not have permission for this for will be indicated on the weekly register.</p> <p>Permission will be sought again on consent forms for residential, to ensure that accurate information is held at these activities.</p>
Social networking and group website			<p>Being clear that the Facebook Group is not just WCF group members, it is anyone interested in WCF and to be vigilant of this.</p> <p>There will be no tagging or naming of individuals.</p> <p>Volunteers and young people should not be friends on social media but should instead communicate through a social networking group.</p>