

Safeguarding is the process of ensuring that any activity that happens within Woodcraft Folk is safe for everyone involved. Safeguarding is where leaders think about where there may be potential issues of safety during activities during the planning stages and take steps to address an unnecessary risk.

Safeguarding

Safeguarding Pocket Guide



woodcraft.org.uk/safeguarding

- What You Need to Do:
- Make sure you have received appropriate training and vetting (including DBS/PVG)
 - Complete risk assessments for all venues and activity types
 - Have a named safeguarding contact for your group, district or event
 - Keep a register of adults and children
 - Collect and review health and consent forms for all members
 - Create a local safeguarding plan

You can also contact staff at Folk Office for support with any safeguarding matters.

Lead Safeguarding Officer:

Debs McCahon / Leanne Powell
safeguarding@woodcraft.org.uk
 020 7703 4173

NSPCC (available 24/7):

0808 800 5000

- Avoid being in a 1 to 1 situation with any child
- Always have an appropriate minimum ratio of leaders based on the group, location and activity. For a regular group night: Woodchips 1:3, Elfins 1:5, Pioneers 1:8, Venturers 1:10
- Store all personal information securely
- Contact the Lead Safeguarding Officer for further advice or if you're unsure of anything

For more information or to discuss any concerns, contact your local Safeguarding Officer.

Group Safeguarding Officer:

Name:.....
 Email:.....
 Phone:.....

District Safeguarding Officer:

Name:.....
 Email:.....
 Phone:.....

- Insurance Requirements
- There must be at least 2 current full members (18+ with a current DBS or PVG check and references) involved in every activity
 - There must be a risk assessment completed for each venue and activity type
- Further Resources
- woodcraft.org.uk/safeguarding
 - woodcraft.org.uk/template-risk-assessment
 - woodcraft.org.uk/resources/staying-safe

If you believe a child is in immediate danger, call the police on 999 or your local child protection team:

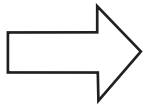
Area:

Phone:

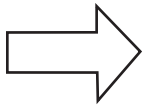
woodcraft.org.uk/safeguarding

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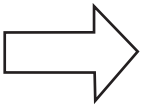
A disclosure or concern about a child



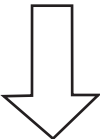
Is the child in immediate danger of harm?



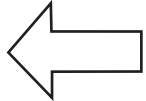
YES



If you believe a child is in immediate danger, call the police on 999 or your local child protection team.

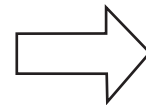


NO

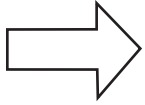


Document the issue within 24 hours and in a way that can be clearly understood by all and is factual and non-biased - the disclosure form can help you.

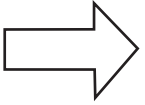
Disclosure forms are downloadable online from: woodcraft.org.uk/safeguarding



Is the alert concerning the Group Leader?

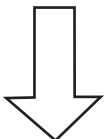


YES

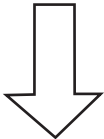


Contact the District Safeguarding Officer

If the alert relates to the District Safeguarding Officer directly then document & contact the Lead Safeguarding Officer



NO



Contact the Group Leader

Remember that the disclosure can not remain confidential and that you will have to forward on the information. The person receiving the safeguarding alert should show that they believe the individual.

Record exactly what has happened or what has been said, without interpreting it or leading the discussion. It is important that you do not interrogate, but enable the individual to speak.

Any investigation should be completed by the Police or Children's Social Care services.



Woodcraft Folk
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