

## **HARROW DISTRICT WOODCRAFT FOLK SAFEGUARDING POLICY/ACTION PLAN**

- Harrow District Woodcraft Folk abides by the Woodcraft Folk Safeguarding Policy issued March 2011.
1. Leaders for each group must be currently registered adult members of the Woodcraft Folk and have signed the Harrow Woodcraft Folk District Safeguarding Policy/Action Plan.
  2. Parent helpers and casual volunteers should be CRB cleared and have signed the Harrow Woodcraft Folk District Safeguarding Policy/Action Plan.
  3. Each group must have at least two current Woodcraft Folk members aged 18 years old or over, who are present and engaged in the activity. Overnight activities, where possible, should have a leader of each sex.
  4. Appropriate adult:child /young people ratios: One adult for every 3 Woodchips, one adult for every 5 Elfins, one adult for every 8 Pioneers and one adult for every 10 Venturers.
  5. When taking children on a group activity/event an assessment of possible risks should be carried out and actions taken to minimise any perceived problems.
  6. After group activities leaders should ensure children do not leave unless they are with a responsible person as arranged. If this person is unfamiliar, leaders should refuse to allow the child to go, until it is checked.
  7. Confidential material on children should only be shared on a need-to-know basis.
  8. Group leaders need to take responsibility for a health form, including contact numbers, being completed for each child.
  9. Parents should be asked to sign for every camp to say that their child goes with their permission and that they, or their alternative contact, will be available to collect their child in the event of illness or behaviour problems.
  10. If problems arise at group night or at camp:
    - Discuss with group leader, Camp Chief and other adults running the event.
    - Discuss at District meetings as appropriate.
    - If the incident involves a leader and you do not feel able to raise it with them, talk to the District Safeguarding Officer.
    - All adults should feel able to raise issues, however minor they may initially seem. We should be guided by feelings of unease and discuss these with others.
    - Serious incidents should be written down. A copy should be sent to the Group leader involved, the District's Safeguarding Officer and the Woodcraft Folk's Lead Safeguarding Officer.
  11. All new children's parents to be given an information sheet giving names and phone numbers of leaders and the District Coordinator.
  12. It is the responsibility of the Group Leader of each Elfin, Pioneer and Venturer/DF group to allocate tasks and responsibilities for parent helpers and volunteers.
  13. Training. All leaders should try to attend training events as provided by the National Woodcraft Folk, London Woodcraft Folk or the District.
  14. District meetings will review the progress of the groups and the behaviour within. There should be honest open discussions, allowing feelings to be expressed and constructive criticism to occur leading to revisions of the Safeguarding Policy as necessary.
  15. All injuries should be recorded and a first-aid kit should be available. Parents to be made aware that an accident has occurred.

**DEALING WITH DISCLOSURE OF ABUSE**

- 1 Children need to be given a clear statement about confidentiality ie that disclosures cannot be kept secret if they concern harm to the child or another person.
- 2 If abuse described is in the child's home, consult with local safeguarding children board. Write down what the child has said. Do not try to interview or counsel them. Reassure them that they were right to tell you and that you will need to talk to other agencies so that the child can be helped.
- 3 If the abuse occurred not at home nor at Woodcraft, talk to the parents first and discuss the need to contact the local safeguarding children's board.
- 4 If the reported abuse occurred at Woodcraft, the Group leader (or Camp Chief) should inform the parents and inform the District Safeguarding Officer (who will inform the National Office Lead Safeguarding Officer). Complete an incident/disclosure form which can be downloaded; see web site address below.
- 5 If the allegation concerns a leader or helper, that leader/helper concerned should step down from the group and not make contact with the child. Investigations will then proceed. The adult concerned should be fairly treated and kept informed by the District Safeguarding Officer.
- 6 If the concern relates to a Group Leader contact the District Safeguarding Officer and if they are not available contact the National Woodcraft Folk's Lead Safeguarding Officer.

**IN GENERAL**

- Group leaders should make it clear to children in their group that we do have this policy and that they should feel free to raise issues of sexism, bullying, racism etc in the circle, or with group leaders or other adults of their choice.

**CONTACTS**

**Harrow Woodcraft Folk Local Safeguarding Officer:**  
Karen Titmuss  
64 Warwick Avenue, South Harrow. HA2 8RD (020 8423 2113)

**Harrow Council Local Safeguarding Children's Board:**  
Chair Caroline Healy  
Civic Centre, 2<sup>nd</sup> Floor, Station Road, Harrow, HA1 2YY (020 8424 1147)

**National Woodcraft Folk:**  
The National Office Lead Safeguarding Officer: Debs McCahon (020 7703 4173)  
<deborah.mccahon@woodcraft.org.uk>

**NOTE:**  
All safeguarding documents/policy can be seen/down-loaded on/from the Woodcraft Folk's web site: [www.woodcraft.org.uk/safeguarding](http://www.woodcraft.org.uk/safeguarding)

**I have read and understood this safeguarding policy and its implications. I know who the Harrow District Woodcraft Folk Safeguarding Officer is.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_