

## **Safeguarding: Recommended practice**

When drawing up your own safeguarding plan there are a number of things you should consider and assess, as each may increase risk to children, young people and adults e.g.



- Recruitment and promotion of the group
- Venue type and location
- Type and duration of activity
- Age and individual needs of group members
- Style of group e.g. parent led, co-operative, youth led
- Age and experience of group leaders
- Transport use
- Use of computers and the internet
- Communication with volunteers, children and parents
- Access to first aid or additional support

The following are some recommendations based on the experience of Woodcraft Folk groups:

- Groups should operate a signing in/out process. This supports communication with parents, but importantly enables the group to manage when they take responsibility for children as well as know who is in attendance at group night.
- Group Leaders should avoid being alone with an under-18 at any time. However, there are times when this is not possible, in these cases this should be talked about with co-leaders as soon as possible and not kept as a secret meeting. If a confidential conversation is necessary, it should occur out of hearing of the group, but preferably within sight. The leader conducting the conversation must make sure their colleagues are aware of the situation and support their actions
- Group nights should take place in easily accessible premises with open, well-lit approaches
- Lifts and shared transport should only be given with prior agreement with all relevant people e.g. child/young person, parent/carer and driver. The driving licence and insurance documents of the driver should be checked to ensure they are adequately insured to provide transport.
- Group Leaders should know the safe arrangements for children (Woodchips, Elfin's & Pioneers) making their way home from group nights. It is advisable to get written permission from parents for children to go home alone. If you are not happy for children to go home unaccompanied then raise it with parents and encourage appropriate alternative arrangements.
- When linking up with other groups (even Woodcraft Folk groups) share and discuss Safeguarding procedures before any joint activity takes place.
- Volunteers and staff should not instigate individual relationships with a child or young person met through Woodcraft Folk in addition to group activities

The following recommendations apply to residential and camp activities:

- A camp plan should be prepared, identify who is sleeping in which tent and where
- No adult should enter a sleeping area without giving fair warning to the people inside
- No adult should enter a sleeping area for under-18s alone, unless there is an emergency or they are helping the children with their belongings in agreement with the other leaders on the camp/residential
- Careful consideration should be given to the sharing of sleeping space when planning any camp or residential.
- No person aged 18 or over should share a sleeping area or tent with any person under 18; this obviously does not apply to family groups. However, parental consent may be sought, as it would be more appropriate for a 16 or 17 year old to share with young adults than much younger children.
- No person under the age of 18 should be permitted to sleep alone, unless arrangements have been made with the parent/guardian
- Adults of both genders should be available at all times