

## Safeguarding Overview 2017

This document provides an overview of all Woodcraft Folk policies, procedures and guidance which impacts on how volunteers and staff safeguard children and young people in our groups, camps, centres and other activities.

### ***Principles***

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare. Woodcraft Folk's underlying safeguarding principle is that all members (children, young people and adult volunteers) should be protected at all times from behaviour and attitudes they find uncomfortable.

Policy requirements:

- The needs of the children and young people are central to all activity planning
- Open communication with members of all ages and effective planning will support safeguarding of children, young people and adults
- Anyone has the right to speak out about behaviour and attitudes they find uncomfortable, they know who they should speak to in advance and be confident they will be listened to
- Every District, Centre, project and event organiser must nominate one adult member to take the lead on safeguarding issues and to develop a tailored safeguarding plan
- Groups of children and young people should be supervised by a minimum of 2 adult members
- Physical contact should be instigated by the child or young person, and should be relevant to their needs or safety
- Appropriate screening and checks need to be undertaken by all adults regularly working with children, but these are only effective when supported by good communication, training and ongoing observation (link to screening procedures)
- All volunteers and staff receive appropriate Safeguarding training relevant to their role in the Woodcraft Folk
- Risk assessments must be completed for all venues and activity types
- Personal details of members, children and young people are held securely in accordance with Woodcraft Folk's data protection policy

### ***Definitions***

***Safeguarding*** is the broader preventative and precautionary approach to planning and procedures that need to be in place to protect children and young people from any potential harm or damage. It is more than child protection, although child protection is one important aspect of safeguarding.

***Safeguarding*** involves keeping children and young people safe from a much wider range of potential harm and looks at preventative action, not just reaction.

***Child protection*** involves recognising signs of physical, sexual or emotional abuse or neglect and acting on it.

## ***Policy documents***

- Safeguarding policy: <https://woodcraft.org.uk/sites/default/files/Safeguarding%20Policy%20nov%202017.pdf>
- Health & safety policy: [www.woodcraft.org.uk/resources/health-and-safety-policy](http://www.woodcraft.org.uk/resources/health-and-safety-policy)
- Whistle-blowing Policy: [www.woodcraft.org.uk/sites/default/files/Whistle-Blowing%20Policy%20May%202014.pdf](http://www.woodcraft.org.uk/sites/default/files/Whistle-Blowing%20Policy%20May%202014.pdf)
- Data Protection Policy: [www.woodcraft.org.uk/resources/data-protection-policy](http://www.woodcraft.org.uk/resources/data-protection-policy)

## ***Member screening***

- Member Screening Procedures: [www.woodcraft.org.uk/sites/default/files/Member%20Screening%20Procedures%20November%202016.pdf](http://www.woodcraft.org.uk/sites/default/files/Member%20Screening%20Procedures%20November%202016.pdf)
- Member Vetting Procedures: [www.woodcraft.org.uk/sites/default/files/Vetting%20procedures%20-%20who%20needs%20a%20DBS%20or%20PVG%202015\\_2.pdf](http://www.woodcraft.org.uk/sites/default/files/Vetting%20procedures%20-%20who%20needs%20a%20DBS%20or%20PVG%202015_2.pdf)
- Recruitment of Ex-Offenders Policy: [www.woodcraft.org.uk/sites/default/files/Recruitment%20of%20Ex-Offenders%20Policy\\_3.pdf](http://www.woodcraft.org.uk/sites/default/files/Recruitment%20of%20Ex-Offenders%20Policy_3.pdf)
- Webinar on who needs a DBS: [www.woodcraft.org.uk/webinars/Who-needs-a-DBS-PVG-check](http://www.woodcraft.org.uk/webinars/Who-needs-a-DBS-PVG-check)
- Webinar on references: [www.woodcraft.org.uk/webinars/References-and-Update-Service](http://www.woodcraft.org.uk/webinars/References-and-Update-Service)

## ***What to do if you are concerned about a child or young person?***

- Recognising abuse guidance: [www.woodcraft.org.uk/sites/default/files/Recognising%20abuse.pdf](http://www.woodcraft.org.uk/sites/default/files/Recognising%20abuse.pdf)
- Webinar Recognising Child Protection Issues: [www.woodcraft.org.uk/webinars/Recognising\\_responding\\_to\\_child\\_protection](http://www.woodcraft.org.uk/webinars/Recognising_responding_to_child_protection)
- What to do if you are worried about a child guidance: [www.woodcraft.org.uk/sites/default/files/What%20to%20do%20if%20you%20are%20worried%20or%20concerned%20about%20a%20child%20or%20young%20person.pdf](http://www.woodcraft.org.uk/sites/default/files/What%20to%20do%20if%20you%20are%20worried%20or%20concerned%20about%20a%20child%20or%20young%20person.pdf)

## ***What to do if you are concerned about the suitability of an adult to work with children or young people?***

- What to do if you are worried about the suitability of an adult guidance: [www.woodcraft.org.uk/sites/default/files/Responding%20to%20concerns%20of%20an%20adult%20update%202017.pdf](http://www.woodcraft.org.uk/sites/default/files/Responding%20to%20concerns%20of%20an%20adult%20update%202017.pdf)

## ***Reporting and record keeping***

- First aid form: [www.woodcraft.org.uk/sites/default/files/FIRST%20AID%20REPORT%20FORM\\_0.pdf](http://www.woodcraft.org.uk/sites/default/files/FIRST%20AID%20REPORT%20FORM_0.pdf)
- Incident disclosure form: [www.woodcraft.org.uk/sites/default/files/safeguarding%20Incident%20disclosure%20form%20.pdf](http://www.woodcraft.org.uk/sites/default/files/safeguarding%20Incident%20disclosure%20form%20.pdf)

- Reporting & recordkeeping guidance: [www.woodcraft.org.uk/sites/default/files/Reporting%20and%20Recordkeeping%20Guidelines.pdf](http://www.woodcraft.org.uk/sites/default/files/Reporting%20and%20Recordkeeping%20Guidelines.pdf)

## **Guidance**

- Code of Conduct: [www.woodcraft.org.uk/sites/default/files/Woodcraft%20Folk%20Code%20of%20Conduct\\_1.pdf](http://www.woodcraft.org.uk/sites/default/files/Woodcraft%20Folk%20Code%20of%20Conduct_1.pdf)
- Safeguarding checklist: [www.woodcraft.org.uk/sites/default/files/Safeguarding%20Checklist%20for%20Groups%20and%20Districts%20\(1\).pdf](http://www.woodcraft.org.uk/sites/default/files/Safeguarding%20Checklist%20for%20Groups%20and%20Districts%20(1).pdf)
- Playing safely outdoors guidance: [www.woodcraft.org.uk/playing-outdoors-safely](http://www.woodcraft.org.uk/playing-outdoors-safely)
- Risk assessment guidance: [www.woodcraft.org.uk/resources/template-risk-assessment](http://www.woodcraft.org.uk/resources/template-risk-assessment)
- Social media guidance: [www.woodcraft.org.uk/sites/default/files/Social%20Networking%20and%20Communication%20Guidance%20April%202017.pdf](http://www.woodcraft.org.uk/sites/default/files/Social%20Networking%20and%20Communication%20Guidance%20April%202017.pdf)
- Transport guidance: [www.woodcraft.org.uk/sites/default/files/Transport%20Guidance.pdf](http://www.woodcraft.org.uk/sites/default/files/Transport%20Guidance.pdf)

## **Training**

All staff and volunteers who work regularly (more than once a month) with children and young people, or attend an overnight stay, are required to undertake training. This training can be delivered internally, online or through your Local Safeguarding Children Board.

The following links will lead you to relevant training:

- Online module Staying Safe: [www.woodcraft.org.uk/resources/staying-safe](http://www.woodcraft.org.uk/resources/staying-safe)
- Online module Safeguarding: [www.woodcraft.org.uk/safeguarding-module](http://www.woodcraft.org.uk/safeguarding-module)
- Webinar Recognising Child Protection Issues: [www.woodcraft.org.uk/webinars/Recognising\\_responding\\_to\\_child\\_protection](http://www.woodcraft.org.uk/webinars/Recognising_responding_to_child_protection)
- Webinar Local safeguarding Officer: [www.woodcraft.org.uk/webinars/district-safeguarding-officer-webinar](http://www.woodcraft.org.uk/webinars/district-safeguarding-officer-webinar)
- Webinar on risk assessments: [www.woodcraft.org.uk/webinars/risk-assessment](http://www.woodcraft.org.uk/webinars/risk-assessment)
- Local scenarios and session plans: [www.woodcraft.org.uk/resources/safeguarding-training-activities](http://www.woodcraft.org.uk/resources/safeguarding-training-activities)

You will also find webinars of river safety, fire lighting, foraging, night walks, tool use, cycling, at [www.woodcraft.org.uk/training-webinars](http://www.woodcraft.org.uk/training-webinars)

## **More information**

For more information please contact your District Safeguarding Officer or:

- Debs McCahon, Lead Safeguarding Officer [safeguarding@woodcraft.org.uk](mailto:safeguarding@woodcraft.org.uk)
- Leanne Powell, Deputy Safeguarding Officer [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk)
- Stuart Walker, Trustee Safeguarding Rep (*interim*) [stuart.walker@woodcraft.org.uk](mailto:stuart.walker@woodcraft.org.uk)