

**Hounslow & Twickenham District Woodcraft Folk
Twickenham Elfans, Pioneers & Venturers
Safeguarding Plan**

Essential contacts:

Local Safeguarding Officer:

John Tippins
17 Algar Road
Isleworth TW7 7AD
Phone : 07771514032
Email : safeguarding@hounslowwoodcraft.org.uk

Local Authority Designated Officer:

Local Safeguarding Children Board:

Alison Twynham
Local Authority Designated Officer
Richmond upon Thames Local Safeguarding Children Board
42 York Street
Twickenham TW1 3BW
Phone : 020 8547 5008

Lead Safeguarding Officer:

Owen Sedgwick-Jell
Head of Membership & Programmes
Phone : 0741 920 9290
Email : safeguarding@woodcraft.org.uk

Deputy Lead Safeguarding Officer:

Leanne Powell
Membership & Groups Co-ordinator
Phone : 0741 920 9290
Email : safeguarding@woodcraft.org.uk

NSPCC helpline 0808 800 5000

Activity	Things to consider	Agreed National Practice/Policy	Agreed Local Practice
Recruiting & Screening volunteers	Providing a supervised taster period, of no more than 3 months, for all new volunteers Be clear and targeted in volunteer recruitment, with identified roles	All regular volunteers must complete a membership application form, and sign the safeguarding declaration All regular volunteers must complete a CRB enhanced disclosure All regular volunteers must provide 2 references, one of which must be external to WF	As National practice/policy
Managing arrival and departure from group	Operating a signing in/out system Consider identifying a key leader to take responsibility for signing in/out and collecting subs Children should not be left by parents until all leaders have arrived Should children and young people travel home unaccompanied?	A register of members (adults and children) should be kept	As National practice/policy
Communicating with parents/carers	Host an annual 'Introducing Woodcraft Folk' session for new parents Produce an information leaflet for parents Email the term programme to all parents, children, young people and volunteers		We will host an annual 'Introducing Woodcraft Folk' session for new parents, produce an information sheet for new parents and provide a programme through our web site (or print version if requested).
Risk assessments	Involve children/young people and volunteers in developing written risk assessments Risk assessments should be available for all to reference at the activity Risk assessments should be reviewed annually, or following a serious incident or accident	See Health & Safety for Groups Policy A written risk assessment should be produced for each venue and regular activity type	As National practice/policy

Recruiting children/young people	How should you promote your group or activity? How should you deal with children/young people who turn up unannounced and unaccompanied?	Every child should complete a registration form, that includes health information before attending an activity (national template available) Parental/carer consent should be sought for Woodchips – Venturers age groups	We will promote the group through advertising in the local community and promote activities through letters to parents/carers. Otherwise, as National practice/policy.
Managing disruptive or inappropriate behaviour	Agree a code of conduct/ground rules with your group Group Leaders should discuss and agree strategies for managing disruptive and inappropriate behaviour, including bullying. These strategies should be reviewed during planning meetings		Appropriate support for children with special needs/behaviour difficulties, in consultation with parents. Agreed local code of conduct/ground rules/sanctions.
Collecting, storing and using data	It is essential to have quick access to emergency contact details and health information	See Data Protection Policy	As National practice/policy
Supervision of children/young people		At least two current Woodcraft Folk members over the age of 18 years are present and engaged in the activity Appropriate adult:child/young people ratios are maintained e.g. one adult to every 3 Woodchips, one adult to every 5 Elfins, one adult to every 8 Pioneers and one adult for every 10 Venturers	As National practice/policy
Policy and procedure awareness	Prepare a policy file to be available to all volunteers, parents or children/young people	All policies are available at www.woodcraft.org.uk/policies All safeguarding material is available at www.woodcraft.org.uk/safeguarding	As National practice/policy. In addition, local practice/policies will be available on our web site.
First aid provision		All injuries (and near-misses) should be recorded A first aid kit should be available	As National practice/policy

Preparation and training of volunteers		See Training Policy Introducing Woodcraft Folk Exploring Safeguarding Training	As National practice/policy
Dealing with complaints, allegations and concerns	The Local Safeguarding Officer 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.	All concerns and allegations should be recorded using the incident/disclosure template All concerns and allegations should be passed on to the Lead Safeguarding Officer	As National practice/policy