

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

Essential contacts:

Local Safeguarding Officer:

Ian Kinane
17 Cranebrook
Manor Road, Twickenham TW2 5DJ
Phone : 07399556133
Email : kinanei@tcd.ie

**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

Activity	Things to consider	Agreed National Practice/Policy	Agreed Local Practice
Recruiting & Screening volunteers	<p>Providing a supervised taster period, of no more than 4 weeks, for all new volunteers.</p> <p>Be clear and targeted in volunteer recruitment, with identified roles as leaders of different groups, with scope to employ specialist skills/hobbies in leading sessions</p>	<p>All regular volunteers must complete a membership application form, and sign the safeguarding declaration</p> <p>All regular volunteers must complete a DBS enhanced disclosure</p> <p>All regular volunteers must provide 2 references, one of which must be external to WF C</p>	As National practice/policy
Managing Arrival and departure from group	<p>Operating a signing in/out system</p> <p>Consider identifying a key leader to take responsibility for signing in/out and collecting subs</p> <p>Children should not be left by parents until all leaders have arrived</p> <p>Older children may travel home unaccompanied provided they live nearby and parental permission has been confirmed</p>	A register of members (adults and children) should be kept	As National practice/policy

Communicating with parents/carers	<p>Host an annual 'Introducing Woodcraft Folk' session for new parents</p> <p>Produce an information updates for parents via email/WhatsApp</p> <p>Email the term programme to all parents, children, young people and volunteers</p>		<p>We will host an annual 'Introducing Woodcraft Folk' session for new parents, produce an information emails for new parents and provide a programme through our web site (or print version if requested). We also have a district WhatsApp group for ease of contact.</p>
Risk assessments	<p>Involve children/young people and volunteers in developing written risk assessments for activities taking place a) at Heatham House; and b) outside Heatham House</p> <p>Risk assessments should be available for all to reference at the activity</p> <p>Risk assessments should be reviewed annually, or following a serious incident or accident</p>	<p>See Health & Safety for Groups Policy. A written risk assessment should be produced for each venue and regular activity type</p>	<p>As National practice/policy</p>

Recruiting children/young people	<p>Conduct school outreach visits and arrange for information stands at local volunteer fairs. Using contacts at schools of current members</p>	<p>Every child should complete a registration form, that includes health information before attending an activity (national template available)</p> <p>Parental/carer consent should be sought for Woodchips – Venturers age groups</p>	<p>We will promote the group through advertising in the local community and promote activities through letters to parents/carers and through school contacts via current members. Otherwise, as National practice/policy.</p>
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Managing disruptive or inappropriate behaviour	<p>Agree a code of conduct/ground rules with your group</p> <p>Group Leaders should discuss and agree strategies for managing disruptive and inappropriate behaviour, including bullying. These strategies should be reviewed during planning meetings</p>		<p>Appropriate support for children with special needs/behaviour difficulties, in consultation with parents.</p> <p>Agreed local code of conduct/ground rules/sanctions.</p>
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	Ensure that children are under the supervision of no less than two current Woodcraft Folk members over the age of 18 years	<p>At least two current Woodcraft Folk members over the age of 18 years are present and engaged in the activity</p> <p>Appropriate adult:child/young people ratios are maintained e.g. one adult to every 5 Elfin, one adult to every 8 Pioneers and one adult for every 10 Venturers</p>	As National practice/policy
Policy and procedure awareness	Prepare a policy file to be available to all volunteers, parents or children/young people	<p>All policies are available at www.woodcraft.org.uk/policies</p> <p>All safeguarding material is available at www.woodcraft.org.uk/safeguarding</p>	As National practice/policy. In addition, local practice/policies will be available on our web site.
First aid provision	Ensure first aid kit and trained first aid responder are available at all sessions	<p>All injuries (and near-misses) should be recorded</p> <p>A first aid kit should be available</p>	As National practice/policy

Preparation and training of volunteers	As above, under "Recruiting and Screening volunteers"	See Training Policy Introducing Woodcraft Folk Exploring Safeguarding Training	As National practice/policy
Dealing with complaints, allegations and concerns	The Local Safeguarding Officer (Ian Kinane; contact details listed above) is easily available, and all complaints, allegations, and concerns will be handled in panel, in consultation with other leaders, as appropriate.	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