

SAFEGUARDING PROCEDURES

Woodcraft Folk DFs



Approved by: DF Committee

Document owner: DF Safeguarding Rep

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Previous versions of this policy are available on request. Please contact the DF Secretary via [email](#).

The most up-to-date copy of this policy will always be accessible via spanthat.world/files/policy/safeguarding.

Any references to this policy should use the link above.

Scope

This policy applies to all DFs.

Purpose

The purpose of this policy is to define appropriate behaviour and set out expectations for DFs at DF events and to set out the procedure for dealing with incidents where expectations are not met.

Related Documents

- Safeguarding Policy, Woodcraft Folk, woodcraft.org.uk/resources/safeguarding-policy/;
- Consent Policy, Woodcraft Folk DFs, spanthat.world/files/policy/consent;
- Intoxicating Substances Policy, Woodcraft Folk DFs, spanthat.world/files/policy/substances;
- External Visitors Policy, Woodcraft Folk DFs, spanthat.world/files/policy/visitors;
- Complaints Procedure, Woodcraft Folk, email the secretary for access;
- Constitution, Woodcraft Folk DFs, spanthat.world/files/constitution.

The policy starts overleaf.

1 Introduction

Every DF is responsible for creating a safe and welcoming atmosphere on the event. The aim of safeguarding at DF events is to ensure everyone enjoys their event and is safe, and comfortable throughout. Taking risks is an exciting part of being young and an important part of learning. But there is a balance between giving people autonomy and maintaining a caring environment.

The consent policy must be read out at the start of every event and periodically reviewed to ensure it is relevant and conclusive. Every event shall have a designated Safeguarding Lead (who does not have to be the Safeguarding Representative on DF Committee) and a designated First Aid Lead.

2 Age

The coordinators and DFs on shift at events are responsible for the wellbeing of all people on the event, regardless of their age.

Everyone aged 16 and over is old enough to manage their own medication. If special requirements are needed to accommodate it, e.g. it needs to be in a fridge, this should be discussed with the event coordinators.

In the interests of equality all DFs should be treated with the same restrictions and freedoms. DFs believe that 16 and 17 year olds are capable of making adult decisions and should be respected as such.

3 Consent

3.1 Positions of Authority

Everyone aged 16 and over is old enough to consent to any form of sex or sexual act.

DFs aged 18 and over who are in a role of responsibility or are an event coordinator should not have sexual contact anyone under 18 to ensure no position of authority is abused. However, sensible discretion may be used and we understand that this is issue is not objective. If it is clear the position has not been used to persuade the younger person there is no cause for concern. The Consent Policy should be adhered to at all times.

3.2 Sexual Harassment

Event coordinators, MEST-UP representatives and the event safeguarding lead will respond to complaints of sexual harassment. The person responsible shall be asked to stop, avoiding bias wherever possible.

The person or people offended by the person's actions should be asked if they would like to be involved in discussions about repercussions if behaviour does not change, including expulsion from the event.

If a DF is expelled from an event for this reason, discussion with the involved parties will continue afterwards to determine whether the perpetrator is allowed to return to future events. Information will be passed to central Woodcraft safeguarding, who will decide the impact this will have on their participation in wider Woodcraft events.

3.3 Other Sexual Misconduct

Should any, more extreme, behaviour breaking consent, such as extreme verbal abuse, physical abuse, sexual assault or rape, be reported the offender shall immediately be asked to leave the event. Further

action shall be taken at the discretion of the person/people against whom the offence was committed. This includes contacting the relevant authorities.

We aim to support and empower people who have suffered abuse or harm. However, we are required to report to the relevant authorities if there is any danger of future risk to others.

The Woodcraft Complaints Procedure will be followed in instances when a complaint is raised about a DF's conduct with regards to sexual consent, or the reaction to said conduct by the coordinators or DF Committee. See our Consent Policy for more Information.

4 Drug and Alcohol Use

DF events are built on a culture of respect and care. Should any alcohol or drug use make another person/persons feel uncomfortable the same actions should be taken as according to the consent guidelines and the Intoxicating Substances policy.

Pressuring another person to drink alcohol or take any other drug, legal or illegal, shall be treated equally to actions breaking consent, as in the Intoxicating Substances Policy.

A warning must be given at the beginning of all camps that smoking in tents is a serious fire hazard with a danger of death. Smoking in communal, enclosed areas is never permitted, nor is smoking permitted during an outdoor workshop or circle. This includes the use of vapes.

There should be designated smoking areas provided at every event. See our Intoxicating Substances Policy for more information.

5 Under 16s on Event

Under 16s are not allowed on DF events as participants. This includes those who turn 16 during the time of the event. They may attend after their birthday.

Under 16s may only attend if they are accompanied by their parent/carer. Either because their parent/carer is running a workshop and cannot find alternative child care, or because their parent/carer is a DF and they cannot find alternative child care.

The parent/carer should discuss with the event coordinators any extra requirements their child has. DF events do not automatically assume the need for child care, since it is so rarely required.

If an under 16 is found to be on the event under pretense, their parents/carers must be contacted immediately and asked to come and collect their child.

If the parents/carers cannot be contacted or cannot collect their child the child will remain at the event, supervised by two adult members of DF Committee and/or event coordinators. If at all possible, they must not share sleeping accommodation with people aged 18 and over .

Attempts should continue to be made to contact the parents/carers and arrange travel home from the event. If contact cannot be made within a day, the police should be notified.

6 Over 20s on Event

People over 20 are only allowed to attend DF events if:

- They are part of the Grey Area (See DF Constitution)

- They are visiting the event (See External Visitors Policy)
- Their 21st birthday is during the event

7 Risk Assessments

Event coordinators must produce a risk assessment for their event. They must fill out the Camps and Residentials Checklist on the Woodcraft website and comply with its requirements. In order to ensure that the Checklist can consistently be completed, DF Committee should request safeguarding training for at least two of its members each year from central Woodcraft

All sites regularly used by young people should have a risk assessment for the buildings and grounds and any activities provided. This should be provided for you and/or displayed in the building. If this is not the case they will be viewable upon request.

8 Safeguarding Members' Information

8.1 Membership

All attendees of DF events must be members of Woodcraft Folk. The event coordinators should pass the names of booked participants to central Woodcraft to be checked against the membership database. Bookings by non-members will be cancelled.

Non-member prospective participants should be encouraged to sign up and pay for membership online.

8.2 Data Protection

The Admin Coordinators of an event coordination team are the only people who may access the full set of booking data received from participants. Other members of the team should only receive data that is relevant to their role in coordination (eg. the KP only needs names and dietary requirements)

It is important that all those who handle members' details understand that it is confidential and must respect that fact. Information should be stored on a Google Drive belonging to a spanthat.world or woodcraft.org.uk email address. Personal data must **not** be downloaded to personal devices.

After the event has finished and coordinators and DF Committee have completed any review processes, including follow-up communication with participants or their parents/guardians the data must be disposed of.

9 DBS and PVG Checks

All event participants over 18 and anyone in a position of responsibility **must** have a DBS check (England and Wales) or a PVG check (Scotland). This includes MEST-UP reps, First Aiders, and Event Coordinators.

The safeguarding lead for an event should pass on the names of booked participants to central Woodcraft to check their DBS/PVG status against the membership database. This check should be carried out in good time to allow those lacking the appropriate checks to be notified and to gain them.

The DBS/PVG requirements for external visitors are laid out in the External Visitors Policy.