

# Liss Woodcraft Folk – Health and Safety Policy

## Who is this for?

This should be read, and re-read regularly, by all leaders/ volunteer helpers. It should also be made available to parents/guardians on request at any time.

## What does it cover?

This is deliberately a short and - hopefully - readable summary of principles, dos and don'ts. It covers those areas usually known as Health & Safety and Child Protection. Readers should also make sure they are familiar with three other documents:

- The Woodcraft Folk. *Aims and Principles*.
- Liss District Woodcraft Folk. *Child Protection Policy*.
- Liss District Woodcraft Folk. Responding to Concerns about Child Abuse.

## Training

Every adult who comes into contact with children (leaders should set an example here) should be encouraged to attend training at least once every two years in:

- Health and Safety,
- Child Protection.

Both are currently included in regular Leader Training although external training may be offered from time to time.

Volunteer First Aid people should attend appropriate training every three years and gain a recognised qualification.

Every effort should be made to ensure that a Leader trained in the use of the Epipen is present at all events where young people liable to allergic reactions may be present.

The Health & Safety Officer should ensure that appropriate training is arranged, and that everyone who should attend does so. Group leaders should encourage volunteers to take part.

## Supervision

The key to keeping children safe is effective supervision; the Leaders play the vital role. The following rules should be observed at all times.

## As children arrive

- Parents/guardians should be made aware, and regularly reminded, that it is *their* responsibility to ensure that their children arrive at the Centre (or other meeting place) safely, and get home safely, and to ensure that there are sufficient leaders present to allow the activity to run.

- All children and young people must be signed in.
- Leaders should arrive at least fifteen minutes before the advertised starting time and sign in.
- A register will be taken of all children at the beginning of the session.

Unless in exceptional circumstances, no person (for example police officers) except those directly linked to a child or helping at the club and therefore having been through the child protection procedures should be permitted to enter the building without prior invitation. At busy times an adult should supervise the outside door.

## **During group activities**

- Any group of children should be supervised at all times by at least two adult members.
- All adults taking responsibility for supervising children must be fully paid up members.
- The Centre doors must be kept secure throughout Club hours.
- Leaders must exercise extra vigilance when activities take place out-of-doors or in public places.
- Adults should avoid being alone in private with a child. If this is really necessary other leaders must be made aware of and support the situation.

## **Sending children home**

- At Group meetings Leaders' responsibility continues until the child is collected. All children and young people must be signed out. Every care should be taken to ensure the safety of the young people going home.
- Children under Senior School age should not normally be allowed to go home alone.
- All children must stay for the duration of the session.
- If you do not recognise who is collecting the child please challenge them.

As a very last resort, leaders can ring the Children Services 'Out of Hours' Number. 0845 600 45 55.

## **If children are not collected**

- Phone parents/guardians.
- Two Leaders should stay with the child.
- As a final resort after alternative contacts have been exhausted, take the child home, whenever possible having obtained the consent of the parents/guardian.
- If the venue (Triangle Centre or other venue) has to be vacated the child should remain in custody of Leaders. A message would be left at the play setting of whereabouts of child, with a contact number.
- An entry should be made in the diary, and procedures reviewed if necessary.

## **If a child is lost**

For an indoors event:

- Call a circle and take register - search the building at the same time.
- Call the child's home and alert parents/guardian.
- Two adults should go looking, staying in contact via mobile phone.
- Call Police.

- Complete a Serious Incident Report without delay. (For guidelines on reporting see Section 10 of the Liss Child Protection Policy).
- District Committee review procedures, in light of the incident.

For an outdoors event:

- Call register - talk with children about when last seen.
- Direct a search party with a minimum of two leaders, keeping contact via mobile phone.
- Call Police, call parents/guardian, and call other required services.
- Write incident report following laid down procedure.
- Complete a Serious Incident Report without delay. (For guidelines on reporting see Section 10 of the Liss Child Protection Policy).
- District Committee review procedures, in light of the incident.

## Possible risks and hazards

The following is an attempt to assess the risks at Woodcraft Folk venues.

Potential hazard	Prevention
Anywhere	
Over-boisterous or inappropriate behaviour	Intervene tactfully in good time
Children wandering off	Close supervision  Ensure children understand the rules
Illegal and harmful substances	Constant vigilance
At the Triangle Centre	
Fire	Leaders ensure emergency exits clear at all times.  H&S Officer check Triangle Centre regulations and arrangements.  Leaders carry out a Fire Drill at least once a term.
Electricity	Confirm Triangle Centre's safety arrangements  The group's electrical equipment subject to Portable Appliance Testing annually by a qualified staff member.
Equipment	Leaders ensure equipment erected and maintained to manufacturers specification.  Leaders to ensure cleanliness of

Children slipping when using play equipment	<p>Group equipment.</p> <p>In the absence of crash mat children using trampets must wear shoes or have bare feet</p>
<b>At the Allotment</b>	
Fire	One Leader constantly supervising the campfire.
Rabbit-holes etc can cause trips	Warn children and supervise.
Railway line	<p>Parents/guardians should make children aware of rail dangers. Woodcraft Folk Leaders will reinforce this.</p>
<b>Camping and outdoor activity</b>	
General	<p>No less than 1 Leader for 6 children; minimum 2 adult members. (Subject to the children's age)</p> <p>Under-8s must be accompanied by parent, guardian or nominated adult.</p> <p>Leaders of both sexes must accompany mixed groups. If this is not possible parents should be made aware of the situation.</p> <p>A health form must be completed by parent/guardian before a residential event.</p> <p>All Leaders involved should be aware of the Health &amp; Safety requirements of the residential setting being used for the event.</p>
Traffic, especially at night	<p>Groups must observe the Highway Code and recommended procedures for groups of pedestrians.</p> <p>Elfins should be taught the Green Cross Code.</p>
Exposure	<p>Ensure children bring and wear suitable clothing and footwear. Remind parents that it is their responsibility to ensure suitable clothing is packed for a residential trip.</p>

Accidents	<p>One Leader must carry First Aid kit and at least 1 litre of water at all times.</p> <p>If available one Leader should carry a mobile phone at all times.</p> <p>At least one First-Aider must accompany every group.</p>
Water	<p>Only children able to swim 50m should be allowed to take part in any water-based activity outside a properly staffed swimming pool.</p> <p>Leaders should carry at least one throw-bag, and be familiar with its use.</p>
Diseases and medical	<p>Leaders should be aware of common natural and environmental hazards.</p> <p>Leaders should be aware of any child present who has any special medical requirement or condition and ensure that their medication has been brought with them to the event.</p>

## Accident Records

An Accident Record must be completed by the Group Leader following any accident. The blank forms are kept in the grey cupboard and the completed forms stored in a confidential folder held by Vanessa Topps.

## Health & Safety responsibilities

### The District Committee

It is the responsibility of The District Committee to ensure that:

- the post of Health & Safety Officer is filled effectively,
- this Policy is reviewed annually.
- to ensure that safety is regularly discussed by the Committee,

### Group Leaders

It is the responsibility of Group Leaders:

- to make themselves aware of potential hazards at the particular venue or activity, and to ensure that appropriate action is taken,
- to ensure that an adequate level of supervision is maintained throughout the Group activity,

- to ensure that appropriate equipment is available,
- to ensure that all Leaders present have an Enhanced Disclosure Certificate and follow Child Protection procedures,
- to ensure that a list of all children present, with emergency contact numbers, is maintained at every activity i.e. a registration form is available.
- to take every care to ensure the safety of the young people going home.

## **Leaders**

It is the responsibility of every leader /volunteer helper:

- to ensure that they receive regular training,
- to ensure that they are familiar with this document and with those listed above.
- to take responsibility both for their own safety and for that of the children in their care.

## **Parents or guardians**

**Parents or guardians** are responsible for:

- ensuring that their children get safely to and from Group and that sufficient leaders are present,
- giving the Group Leader a contact telephone number,
- informing Group Leader of any medical and special needs of their children.

## **Membership Secretary/Child Protection Officer** (currently Rod Edwards, 01730 267642)

It is the responsibility of the Membership Secretary/Child Protection Officer to:

- ensure that all Leaders' memberships are current,
- ensure that everyone who supervises on a regular basis has an Enhanced Disclosure Certificate/ISA registration. Regular being more than once a month.
- check the Rota to ensure that sufficient adult members are present each week,
- ensure that Group Leaders know who are volunteer helpers.

## **Health & Safety Officer** (currently Pam Gruber 01730 301270)

It is the responsibility of the District's Health & Safety Officer to:

- ensure that arrangements and practices for District activities meet legal requirements,
- maintain awareness of safety issues among Leaders,
- review this Policy annually, and present it to District Committee,
- ensure that appropriate training is undertaken by all.
- to ensure that safety is regularly discussed by the Committee.

## **First Aid Officer** (currently Vanessa Topps 01730 301185)

It is the First Aid Officer's responsibility to:

- maintain the First Aid Kit.
- check recordings of accidents are stored confidentially

## **Child Protection**

### **General**

All Leaders must be familiar with and must follow the Liss Child Protection Policy, which sets out the Woodcraft Folk's approach to providing a safe and supportive environment for children.

### **Camping and residential activities**

Camping and residential activities differ from normal Woodcraft pursuits in that children are separated from their parents/guardian, living in close and intimate conditions with other young people and Leaders, and may be feeling vulnerable and insecure. The person in charge of the Camp must be familiar with and must follow the Woodcraft Folk's Camp Guidelines.

### **Internet**

Leaders must supervise use of computers and must ensure that everyone logging on to the Internet is safe from harm. It is not permitted for anyone to eat or drink whilst using the laptops and computer games.

### **Inappropriate relationships**

No relationship that could lead to sexual activity within a relationship of trust should be allowed to develop *irrespective* of the age of either person involved.

### **Personal records**

All personal records are kept in the strictest confidence and are the responsibility of the group leaders. They are kept in the grey cupboard.. (Woodcraft Folk records are registered at National level with the Data Protection Registrar).

### **Reporting worries**

Any member - adult or child - who has any concerns over the safety or welfare of any child or adult should report them without delay. Normally the most appropriate person to inform will be the Group Leader, who will then

1. take whatever immediate action seems appropriate,
2. If the complaint is against the group leader it should be taken to the Child Protection Officer Rod Edwards 07708439980.

Any such concern should be recorded in a confidential Serious Incident Report to be kept for five years by the Child Protection Officer. This report should be a typed statement verified by two adult members. See item 10 of Liss Child Protection Policy for guidelines on completing this report.

Any more general concerns over Health and Safety, for example over dangerous equipment or activities, should be drawn to the attention of the Health & Safety Officer without delay (01730 301270), or failing that, to the Child Protection Officer.

All members of the District have access to an Independent Arbitrator, who has no other connection with the Woodcraft Folk. He is Mike Deadman, 01730 893951.

## **Illness**

Leaders must always check the child's registration form for any health implications or special instructions.

Where a child falls ill within our care leaders must make sure the child is treated appropriately and made comfortable, and must at once contact the parent/guardian to take the child home. If the symptoms of illness are severe, or if in any doubt, an ambulance should be called.

Children with infectious diseases must be excluded from the Group until they are fully recovered. If a child with an infectious disease has been present at a Woodcraft Folk event, all parents/guardians must be informed.

Notifiable diseases listed under the Public Health (Infectious Diseases) Regulations 1988 are as follows:

Acute encephalitis	Meningitis	Scarlet fever
Acute poliomyelitis	Meningococcal septicemia (without meningitis)	Smallpox
Anthrax	Mumps	Tetanus
Cholera	Ophthalmia neonatorum	Tuberculosis
Diphtheria	Paratyphoid fever	Typhoid fever
Dysentery	Plague	Typhus fever
Food poisoning	Rabies	Viral hemorrhagic fever
Leprosy	Relapsing fever	Viral hepatitis
Leptospirosis	Rubella	Whooping cough
Malaria		Yellow fever
Measles		

## **Seeking advice**

Advice on Health and Safety matters can be obtained from:

Health & Safety Team  
East Hampshire District Council  
Penns Place  
Petersfield  
GU31 4EX  
(Tel: 01730 234360)

Advice on Child Protection matters can be obtained from:

Bob Coleman  
Community Project Worker (Youth)  
East Hampshire District Council, Penns Place, Petersfield, GU31 4EX (Tel: 01730 234107)