



Local Safeguarding Plan Lockerbrook Centre

If you believe that someone is in danger call 999 ask for Police

Essential contacts:

Lockerbrook Local Safeguarding Officer:	Clare Thompson, Centre Manager Clare.thompson@woodcraft.org.uk , 01433 651412 or 07529224507
Lockerbrook Centre Committee Safeguarding Representative	Cathy Brown cath.brown.home@ntlworld.com 07970980952
Woodcraft Folk Lead Safeguarding Officer	Owen Sedgwick-Jell, Head of Membership & Programmes, owen@woodcraft.org.uk 020 8126 8307 or 0741 920 9290
Woodcraft Folk Deputy Lead Safeguarding Officers	Lauren Karstadt and Leanne Powell safeguarding@woodcraft.org.uk
Local Authority Designated Officer Derbyshire (LADO)	Safeguarding / Starting Point: 01629 533190 Professional.Allegations@derbyshire.gov.uk
Local Safeguarding Children Board	Derbyshire Safeguarding Children Board scb@ derbyshire.gov.uk 01629532181, Emergency Duty Team 01629 532600, the Police 999 if in an emergency or 101 if there is no immediate danger
NSPCC helpline	0808 800 5000, help@nspcc.org.uk



Lockerbrook Centre, owned and run by the Woodcraft Folk, is a 40 bed facility for visiting groups; (plus additional 6 beds in separate cottage) plus camping field for the provision of:

- a) Residential visits by a variety of groups.
- b) Catering services provided by freelance contractors.
- c) Group accommodation for families and groups undertaking self managed bookings.
- d) Camping by organised youth groups or groups staying within the centre.

All Woodcraft Folk's policies are available at <https://woodcraft.org.uk/about-woodcraft-folk/how-we-work/policies/> and all safeguarding materials are available at <https://woodcraft.org.uk/group-guidance/support-advice/safeguarding/>

<i>Area covered</i>	<i>Agreed National practice/policy</i>	<i>Agreed Local Practice</i>
Recruiting and inducting staff	Staff will be subject to a careful and rigorous selection and vetting process by: 1. The completion of an application form. 2. The checking of an applicant's identity through the inspection of their passport. 3. The taking up of two written references. 4. An interview by at least two people and, for senior appointments, including one representative of the relevant management committee. 5. The identification at interview of reasons for any unsubstantiated gaps or inconsistencies in the applicant's employment history. 6. The completion of an enhanced disclosure with the Disclosure and Barring Service (DBS).	Lockerbrook will adopt the national policies and procedures for the recruitment and selection of staff, contractors and volunteers that will safeguard against the risk of abusers gaining access to children and young people through work at our centre. In addition to the above we will ensure: • Full induction including safeguarding training • The completion of online safeguarding training • If not signed up to the update service they must renew DBS



Recruiting, Screening and Induction of Volunteers	• All volunteers (if regular) must complete a membership application form, and sign the safeguarding declaration. • All regular volunteers must provide 2 references, one of which must be external to Woodcraft Folk. • All volunteers must have a named supervisor. • All regular/unsupervised volunteers must complete an enhanced DBS disclosure.	Volunteer wardens, the volunteer Centre Committee and other volunteers who help with centre work do not normally have any extended unsupervised access to children and young people using the centre. However, in line with national WcF policy: • Undergo screening checks appropriate to their role, as detailed in Woodcraft Folk Vetting Procedures https://woodcraft.org.uk/resources/vetting-procedures/ • All volunteer wardens to provide 2 references, one of which must be external to Woodcraft Folk, to be co-ordinated by the Local Safeguarding Officer unless membership is through the warden's district woodcraft.org.uk/reference. • If not signed up to the update service, all volunteers to complete an annual declaration. • Named supervisor for wardens is Centre Manager or delegated member of staff/volunteer. • Family members or friends of wardens or of LCC staying overnight in the cottage may not enter the Centre or courtyard whilst group is in residence. • Wardens or volunteers staying on site in Tips when group on site must all be members of WcF and have a full enhanced DBS. • All new wardens must complete warden training prior to commencing duties. • All wardens/volunteers to complete online Safeguarding training on annual basis and provide evidence of completion to or delegated member of staff/volunteer.
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Recruiting Screening and Induction of Caterers	N/A	• CV and 2 references sought before issuing contract. • Contract includes requirement for all staff engaged by contractor to provide evidence of enhanced DBS for working with Child Workforce. • Induction to include a safeguarding element/online safeguarding module.
Managing access by the public/visitors	N/A	• Members of public not permitted on site when group in residence and at other times only with the permission of the centre staff or warden. • If group in residence all visitors (including contractors) to be escorted by a member of site staff or warden and must sign a centre safeguarding declaration • Visitors requiring overnight accommodation will be under the supervision of centre staff/warden and accommodated in the cottage. • Data on guests/attendees must not be confirmed, denied, or shared with 3rd parties who call, email etc who are not the designated group leaders.



Managing arrival and departure of group		• Provision of "Risk Management Summary" and "Safety Policy and Code of Practice" to all visiting groups • All visiting groups to name a group leader. • All visiting groups to confirm group numbers before arrival. • Midweek groups (generally schools) will have face to face leader and group induction to the site. • Weekend groups: provision of clear information via Welcome Pack and Leaders Box on safety/emergency/fire procedures. • High risk groups (i.e. new or groups with no obvious hierarchy, e.g. 30th birthday) may have warden on site to ensure compliance with our safety procedures. A damage deposit will be charged. • Room list to be completed by group leader on arrival and given to centre staff/warden for safeguarding and evacuation purposes.
Managing other user bookings		• We are a sole use centre for groups but also provide camping for D of E expeditions and have a cottage adjoining the bunk barn. • Designated entrances for different users and site map. • Clear signposting of permitted access for D of E groups entering the Centre to use the separate toilet and wash up facilities.
Supervision of children/young people	Woodcraft groups only: • 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 Elfin's, one	• Booking conditions are clear: group leaders are responsible for their own group member's welfare, medication/first aid



	adult to every 8 Pioneers and one adult for every 10 Venturers.	
One to one contact	One to one contact between volunteers and young people should be avoided	Identify and agree any situations where one to one contact is a risk (e.g. cleaning bathrooms) and how to manage these. Staff ensure accommodation facilities are vacated and lock doors behind them when cleaning to avoid young people reentering.
Photography & video	Parental consent should be sought to take photos or videos of young people; you should also ensure young people are comfortable with this.	To avoid nefarious AI manipulation of images of young people no identifiable pictures - eg no faces to be published online. Young people (under 18) should not be tagged (or full names given) if photos are shared online.
Dealing with complaints, allegations and concerns	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.	• National guidelines to be followed. • If a disclosure is made against Lockerbrook staff, freelance contractors, volunteer wardens or members of the Centre Committee, the allegation will be immediately reported by the Chair of LCC, or another officer of the Centre committee and to the General Secretary of the Woodcraft Folk or the Safeguarding lead for the Woodcraft Folk for action to be taken in accordance with the Woodcraft Folk's Child Protection Policy, disciplinary or complaints resolution procedures.

¹ [Safeguarding Policy](#)

² [Health, Safety & Wellbeing Policy](#)

³ [Volunteering Policy](#)

⁴ [Member Screening Procedures](#)

⁵ [Privacy Policy](#)

⁶ [Online Communication Guidance](#)

⁷ [Reporting & Record Keeping Guidance](#)