

The DF Movement Safeguarding Procedural Guidelines

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's a difference between trying something new and being uncared for.

Age

The coordinators and Committee members present 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.

Consent

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

DFs aged 18 and over and in a position of authority, DF Committee member or event coordinator, should not sleep with anyone under 18 to ensure no position of authority is abused. However, discretion may be used. If a committed relationship exists before the position of authority is taken up or 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.

The consent policy must be read out at the start of every event and periodically reviewed to ensure it is relevant and conclusive.

The Complaints Procedure will be followed in instances when a complaint has been raised. The actions following the complaint will be different depending on the severity of the complaint; for instance if a complaint is raised about sexist 'banter' then the person responsible shall be asked to stop by three members of DF Committee/MEST-UP reps, avoiding bias wherever possible.

Should that behaviour continue, another warning shall be given. The offender shall be told that if they continue to act in this way they will be asked to leave.

The person or people offended by the person's actions should be asked if they would like to

be involved in the decision to ask the offender to leave the event.

Continuing discussion with the offender, the person/people offended and MEST-UP reps will determine whether the offender is allowed to return to future events. This does not affect their right to go to other Woodcraft events.

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.

See our Consent Policy for more Information.

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 Drugs and Alcohol 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 Drugs and Alcohol 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.

There should be designated smoking areas provided at every event. These should be outside of the main public area.

Smoking in personal tents is a great fire risk and must be advertised as such.

See our Drugs and Alcohol Policy for more information.

Under 16s on Event

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

Under 16 year olds 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 a member 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.

Over 21s

People over 21 are only allowed to attend DF events if:

- they are part of the grey area (See DF Constitution)
- is visiting the event (See External Visitors Policy)
- Their 21st birthday is during the event

Risk Assessments

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.

Any additional activities offered by DFs must be risk assessed and relevant precautions taken.

Safeguarding Members' Information

To check that everyone who books for any DF event is a member of the organisation and has a DBS check (if needed), the names of those who have booked will be sent to a member of GC or Folk House who will check the names on the Woodcraft Folk database.

All who come to DF Events must be members, ideally beforehand. If not, provisions should be made so that they can sign up on the event. They must sign up, either online or using a membership form, and pay the fee upon arrival or they are not permitted to remain at the event. We urge DFs to become members online via Direct Debit.

Non members and supporter members should fill in the non members declaration forms available from Folk Office.

Event organisers and members of DF Committee can have access to our members' contact details and personal information.

This must only be shared by those who need to view it to ensure their safety; Chair of DF Committee (In their capacity as safeguarding manager) , event organisers, Events Rep, First Aid Reps and MEST-UP Reps.

Other Committee members may see the information if it is in the best interests of the specific member. Eg. when dealing with a complaint at an event.

It is important that all those who handle members' details understand that it is confidential and must delete the information from computers after the event reviews have been collated. This is to ensure any problems that may arise from the event regarding specific attendees can be dealt with. For example, calling a parent of an under 18 year old to discuss an issue.

DBS Checks

It is vital that all DFs of any age, in a position of responsibility, have a DBS check. This includes members of DF Committee, MEST-UP reps, First Aiders, and Event Coordinators.

Supporting members of The Woodcraft Folk, who are not required to have DBSs, are permitted at overnight DF events but must not be responsible for anyone. They must be supervised by an event organiser or member of DF Committee.

A non Woodcraft member can stay the night if they are running a workshop but they cannot be responsible for anyone, in addition they must fill in a non-member declaration which is available from Folk House.