



# Woodlarks Campsite CIO

## Woodlarks Camp Site Trust

### Safeguarding Policy

#### Version Control Log

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#### Document Approval

Version	Date	Person Responsible	Approved by	Signature
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# 1. Introduction

## 1.1. Overview

- 1.1.1. Woodlarks Campsite CIO (“Woodlarks”) is a charity committed to safeguarding and promoting the welfare of everyone including children and vulnerable adults using the Woodlarks’ facilities. We aim to create a safe, supportive environment where all individuals are respected, valued, and protected from harm. Safeguarding responsibilities are defined in this policy.

## 1.2. Definitions

- 1.2.1. For definitions used in this policy, please refer to the separate document on our [website](#).

## 1.3. Personnel

- 1.3.1. For allocated personnel for this policy, please refer to the separate document on our [website](#).

## 1.4. Purpose

- 1.4.1. This policy sets out how Woodlarks ensures that safeguarding responsibilities are met and how concerns will be reported, managed, and escalated in line with UK law and statutory guidance.

## 1.5. Scope

- 1.5.1. This policy applies to both:

- [Woodlarks Campsite CIO - 1214811](#)
- [Woodlarks Camp Site Trust - 306148](#)

- 1.5.2. This policy applies to:

- Trustees
- Safeguarding Officer
- Members of Management Committees
- Warden and Secretary
- Woodlarks Volunteers, including volunteers attending Working Parties and Winter Events
- Camps, Schools and Winter Events hiring or using the site
- Contractors.

- 1.5.3. It covers all activities taking place on the campsite, whether residential or day use.

## 1.6. Legal Framework

1.6.1. This policy is informed by the following UK safeguarding legislation and statutory guidance:

- [Children Act 1989](#) and [Children Act 2004](#) – establishing the paramountcy of the child's welfare and duties to safeguard children.
- [Children and Families Act 2014](#) – including provisions for children with special educational needs and disabilities.
- [Working Together to Safeguard Children \(Statutory Guidance, 2018\)](#) – statutory guidance for organisations and agencies in safeguarding children.
- [Keeping Children Safe in Education \(2023\)](#) – statutory guidance for schools and colleges, relevant where schools hire or use the campsite.
- [Care Act 2014](#) – placing safeguarding duties on local authorities for adults at risk, including prevention of abuse and neglect.
- [Charity Commission Guidance \(CC3 and safeguarding guidance for charities\)](#) – setting out Trustees' legal duties to protect beneficiaries and safeguard from harm.
- [Data Protection Act 2018](#) / UK GDPR – governing secure handling and sharing of personal information in safeguarding matters.
- [Working Together to Safeguard Adults \(2014 statutory guidance under the Care Act\)](#) – supporting adult safeguarding procedures.

## 2. Safeguarding Responsibilities

### 2.1. Trustees

2.1.1. The Trustees retain overall accountability for safeguarding at Woodlarks. A Safeguarding Officer will be appointed by the Board of Trustees to oversee safeguarding policy and practice, supported by the Secretary and Warden.

2.1.2. Trustees ensure governance and oversight of safeguarding, appoint a Safeguarding Officer, escalate serious concerns, and report as required to statutory agencies and the Charity Commission.

### 2.2. Safeguarding Officer

2.2.1. Act as the first point of contact and advice for safeguarding concerns raised by:

- Camp Leaders
- Other persons responsible for the organisations hiring or using the site
- Trustees, members of Woodlarks Management Committees and Woodlarks Volunteers

regarding disclosures.

2.2.2. Ensure compliance with statutory safeguarding legislation and organisational policies.

2.2.3. Maintain accurate and confidential records of safeguarding cases, where these

are pertinent to Woodlarks.

- 2.2.4. Liaise with external agencies (social services, police) and coordinate referrals only for concerns raised by Trustees and members of Woodlarks Management Committees.
- 2.2.5. Deliver safeguarding update training and awareness sessions for staff and Camp Leaders as needed.
- 2.2.6. Monitor and review safeguarding procedures to ensure effectiveness.
- 2.2.7. Support safer recruitment processes, including the use of DBS checks.

### **2.3. Members of Management Committees**

- 2.3.1. Members of Management Committees must report their concerns as quickly as possible to the Safeguarding Officer, deputised by Warden, or Secretary.

### **2.4. Warden and Secretary**

- 2.4.1. The Warden and Secretary must report their concerns as quickly as possible to the Safeguarding Officer.

### **2.5. Camps, Schools and Winter Events hiring or using the site**

- 2.5.1. The hiring or using organisation is responsible for the safeguarding of the people within its group.
- 2.5.2. The hiring or using organisation must adhere to the Woodlarks safeguarding policy even if they also have their own policy in place. Any possible policy conflicts that should arise may be discussed with the Woodlarks Safeguarding Officer.
- 2.5.3. The hiring or using organisation must provide suitable training or guidance to staff and volunteers about safeguarding. Woodlarks can supply a 'do's and don'ts' leaflet to support this. It is available in the Camp Leaders' resource area on the Woodlarks [website](#).
- 2.5.4. The hiring or using organisation must have a route for handling concerns and disclosures which may be as simple as telling the Camp Leader, who will then follow the Woodlarks policy for responding to safeguarding concerns.
- 2.5.5. The hiring or using organisation must run appropriate background checks on staff and volunteers based upon the roles they are undertaking. The Woodlarks Safeguarding Officer can provide guidance if needed.

### **2.6. Woodlarks Volunteers including those attending Working Parties or Winter Events**

- 2.6.1. Volunteers must report their concerns as quickly as possible to the Safeguarding Officer, Warden, or Secretary.

### **2.7. Contractors**

- 2.7.1. Contractors working on site must check-in and check-out so that we have a record of who is on site at all times.
- 2.7.2. Where there is a group or organisation on site including either children or vulnerable adults, the Camp Leader or organiser of the group must be informed of the contractor's check-in and check-out times.

- 2.7.3. There will be dual responsibility for chaperoning:
- It is the responsibility of those booking the contractor to attend the campsite to ensure that, where possible, there is a Woodlarks Volunteer available to chaperone the contractor.
  - It is the Camp Leader's responsibility to ensure that children and vulnerable adults are chaperoned appropriately where there is a significant chance that a contractor will encounter them.
- 2.7.4. In the same way, it is the responsibility of the Work Experience Coach to ensure that children and vulnerable adults are adequately chaperoned where there is a significant chance that the contractor will encounter them.

## **3. Checking and Training**

### **3.1. Background Checking**

- 3.1.1. All of the people who undertake the following roles and whose responsibilities include contact with children or vulnerable adults will be DBS checked.
- Staff
  - DBS Administrator
  - Secretary
  - Work Experience Coach
  - Trustees
  - Warden
  - Members of the Management Committees
  - Safeguarding Officer
  - Camp Leaders for open camps
- 3.1.2. Refer to the Woodlarks DBS policy on our [policies page](#).

### **3.2. Safeguarding Guidance and Training**

- 3.2.1. Guidance and training will be proportionate to safeguarding responsibilities and will be refreshed periodically, for example at Camp Leaders' meetings.

## **4. Policy Implementation**

### **4.1. Concerns and Disclosures**

- 4.1.1. Concerns may include abuse, neglect, bullying, harassment, or unsafe practices. They may relate to events on or off site.
- 4.1.2. All concerns must be reported to the person responsible for the organisation hiring or using the site e.g. Camp, Working Party, School and or Winter Event.
- 4.1.3. There is a Safeguarding Concern Report form available in the Camp Leaders' section of the Woodlarks [website](#). This enables the Camp Leader or other person

responsible for the organisations hiring or using the site to collect the necessary information about the concern raised.

- 4.1.4. All concerns relating to events occurring on site must be reported as quickly as possible to the Safeguarding Officer.
- 4.1.5. All concerns should also be reported to the Warden, or Secretary by the person responsible for hiring or using the site if they feel that is appropriate.
- 4.1.6. The Warden and/or Secretary should also be informed about activities on site arising from reporting a concern, for example if the police or other external safeguarding partner, need to visit Woodlarks to follow up on that concern.
- 4.1.7. Woodlarks will support the hiring or using organisation to enable them to create and implement its own safeguarding policy if asked to do so.
- 4.1.8. If in doubt, consult with the Safeguarding Officer whose contact details can be found in the Camp Leaders' area of the website.

## 4.2. Contact Details for Safeguarding Authorities

- 4.2.1. In an emergency call 999.
- 4.2.2. For concerns about **adult safeguarding**, the primary information resource is 'Concerned about an Adult - Surrey Safeguarding Adults Board' (<https://www.surreysab.org.uk/>).
- 4.2.3. To seek advice:
  - **Phone:** 0300 470 9100, Option 2, then Option 1 (available 9am to 5pm, Monday to Friday)
  - **Referral Form:** [Adult Social Care Online Safeguarding Referral \(surreycc.gov.uk\)](http://surreycc.gov.uk)
  - **Textphone (via Text Relay):** 18001 0300 200 1005
  - **SMS:** 07527 182 861 (for the deaf or hard of hearing)
  - **VRS:** [Sign Language Video Relay Service](http://surreycc.gov.uk)
  - **Email:** [ascmarsh@surreycc.gov.uk](mailto:ascmarsh@surreycc.gov.uk).
- 4.2.4. For concerns about **children's safeguarding**, please see the homepage - Surrey Safeguarding Children Partnership (<https://www.surreyscp.org.uk/>).
  - **Phone:** 0300 470 9100, Option1, (available 9am to 5pm, Monday to Friday)
  - **Referral Form:** [Request for Support Form](http://surreyscp.org.uk)
  - **Textphone (via Text Relay):** 18001 0300 200 1005
  - **SMS:** 07527 182 861 (for the deaf or hard of hearing)
  - **VRS:** [Sign Language Video Relay Service](http://surreyscp.org.uk)
  - **Email:** [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk).
- 4.2.5. **Outside normal working hours**, call the emergency duty team at social services, who will be able to help with concerns about both adult and children's safeguarding. Their number is **01483 517898** or email [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk).

## **5. Policy Monitoring**

### **5.1. Regular Review**

- 5.1.1. This policy will be reviewed every 3 years, or sooner if legislation changes or safeguarding incidents occur.
- 5.1.2. Lessons learned will be incorporated into future revisions.