# A logo for a studio  AI-generated content may be incorrect.Woodworking Club Safeguarding Policy

## 1. Policy Statement

Our woodworking club is committed to providing a safe, secure, and inclusive environment where children can explore and learn woodworking skills. This policy outlines our commitment to safeguarding children and promoting their welfare in compliance with the Children Act 1989, Children Act 2004, Equality Act 2010, and the Disability Discrimination Act, as well as guidance from Working Together to Safeguard Children (2018) and the Sexual Offences Act 2003. This policy applies to all staff, volunteers, and parents involved in the club.

## 2. Objectives

• To ensure the safety and well-being of every child attending the woodworking club.

• To provide a clear framework for responding to child protection and safeguarding concerns.

• To promote an environment free from discrimination and ensure reasonable adjustments for children with disabilities, as required under the Equality Act 2010 and the Disability Discrimination Act.

## 3. Roles and Responsibilities

• Designated Safeguarding Officer (DSO): A designated person responsible for safeguarding matters, overseeing the implementation of the policy, reporting concerns, and liaising with local safeguarding partners.

• Staff and Volunteers: All staff and volunteers must be aware of safeguarding policies, undergo appropriate background checks (Enhanced DBS check), and complete basic safeguarding training.

• Parents and Carers: Parents are expected to support the club’s safeguarding measures and work with staff to ensure their child’s safety and well-being.

## 4. Code of Conduct

All staff, volunteers, and parents are expected to:

• Treat every child with respect, ensuring a welcoming and safe environment for children of all backgrounds and abilities.

• Avoid physical contact unless it is necessary to guide or assist in a safe manner (e.g., in cases where instruction requires physical demonstration).

• Report any concerns related to a child’s welfare immediately to the Designated Safeguarding Officer.

## 5. Abuse of Position of Trust

Under the Sexual Offences Act 2003, it is a criminal offence for an adult in a position of trust to engage in any sexual activity with a person under 18, even if the young person appears to consent. In the context of this club, all staff and volunteers are considered to be in positions of trust and must maintain professional boundaries at all times. Any abuse of this trust will lead to disciplinary action, including referral to the police and relevant safeguarding authorities.

## 6. Safe Recruitment and Training

• All staff and volunteers must undergo an Enhanced DBS check before working with children.

• Staff and volunteers are required to complete safeguarding training annually.

• References are collected and verified for all new staff and volunteers to ensure suitability.

## 7. Health, Safety, and Accessibility

Safety and accessibility are paramount in a woodworking setting where tools are involved. Measures include:

• Conducting regular risk assessments to identify and mitigate potential hazards.

• Providing age-appropriate training and supervision for children on the use of tools and equipment.

• Ensuring that all tools and equipment are in good condition and safely stored.

• Maintaining a low adult-to-child ratio to ensure adequate supervision:

 o Ages 3–4: 1 adult to 4 children

 o Ages 5–11: 1 adult to 6 children

• Making reasonable adjustments to ensure children with disabilities can participate fully, in line with the Equality Act 2010 and Disability Discrimination Act.

## 8. Inclusion and Anti-Discrimination

The woodworking club is committed to promoting inclusion and equity for all children. Under the Equality Act 2010 and Disability Discrimination Act:

• Reasonable adjustments will be made to remove any barriers to participation for children with disabilities.

• Discriminatory practices or language will not be tolerated, and all staff and volunteers are required to treat every child fairly and equally.

• Staff will receive training on inclusivity and disability awareness.

## 9. Responding to Concerns and Disclosures

If a child discloses abuse or neglect, or if there is a concern about a child’s welfare:

• The staff member should listen carefully, without interrupting or pressuring the child for details.

• Staff should not promise confidentiality and must explain that they will need to share the information with the DSO.

• The DSO will record the disclosure accurately and take appropriate action.

• If there is an immediate risk of harm, the DSO will contact emergency services and the local authority safeguarding team.

## 10. Confidentiality and Information Sharing

• Information regarding child protection concerns will be handled sensitively and shared only with relevant staff, the DSO, and local authorities as needed.

• The club will comply with the General Data Protection Regulation (GDPR) regarding data storage and sharing of sensitive information.

## 11. Online Safety

• Online activities, if any, will be carefully monitored, and access to inappropriate content will be restricted.

• Staff and volunteers are prohibited from communicating with children via social media or personal messaging channels.

## 12. Anti-Bullying Policy

The club is committed to preventing bullying and fostering a positive environment:

• Staff will intervene and address bullying behaviour immediately.

• Any incidents of bullying will be recorded, and appropriate steps will be taken with parent involvement if necessary.

## 13. Reviewing the Policy

This policy will be reviewed annually or whenever there are changes in safeguarding regulations or club practices. Any updates will be communicated to staff, volunteers, and parents.

## 14. Contact Information for Safeguarding Concerns

* Designated Safeguarding Officer: Charlotte Cala
* Local Authority Children’s Safeguarding Board: SSCP – 01372833310
* LADO – Surrey Local Authority Designated Officer – 03001231650 (option 3)
* NSPCC Helpline: 0808 800 5000 (for confidential advice and support)

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Approval and Signature

This policy was approved by Charlotte Cala on 15/07/25

Signature: C.Cala