

Section leaders and trustees met to undertake a review of safeguarding procedures within the group to ensure and where possible improve the safety and well being of young people and adults. Risks were indentified at a whole-group leaders' meeting in February 2010. This action plan forms a set of 'common sense' procedures that are to be adopted by all sections of the group, implemented by the Group Scout Leader and Section Leaders and monitored by the Group Chairman on a monthly basis.

- These actions are designed to promote best practice in our section meetings and activities and are in addition to rules and guidance defined in Policy Organisation and Rules (UKSA January 2010) and in published training courses (such as NSPCC KCS). They do not seek to re-write or amend guidance where it already exists.
- Actions have been agreed by section leaders and adopted in April 2010 by the Group Executive as our policy.
- **Adult leaders are encouraged to apply a sensible approach that promotes the safety, consideration, and wellbeing of all Group members and one which encourages and supports communication and activity provision.**
- These actions will be reviewed formally in January 2011.

Jonathan Chicken
(GSL: Acting)

George Thompson
(Group Chairman)

Risk to young people and adults		Actions to minimize risk	Premises Specific		Who	Notes
			St. Andrews	Oxclose		
1	Unidentified or unknown adults enter the premises where a meeting is taking place.	a. Adult leader aims to be present 10 mins before the start of a session.			SL	Known adults (CRB checked) should not have access restricted at any time. M: GSL to check and encourage planning for 'duty leader'.
		b. Supervision of doors/entrance during entrance/exit times.	Supervised youth members/adults may wait in the lobby 10 mins ahead of the session;		SL	Consideration to all members' wellbeing should be given at all times. This may mean discretion will be used (for example during wet or cold weather; or in the event of an uncollected child / special circumstances)
		c. Doors are secured 10 mins after the start of a session.	Adult leader to check.	Doors auto-lock.	SL	
		d. Beaver and Cub Scouts are collected by a known adult ('handover').			SL	
		e. No toilet access is provided to unknown adults or passers by.			All Adults	Consideration for our members' wellbeing should always take priority. For example use of toilets by young people who are leaving early and during another section's meeting.
		f. Door Bell signals access requests. Young people do not open the door to unknown adults. SL to ensure a culture of safety.	Duty leader to confirm door bell is switched on	Door bell to be purchased.	All Adults	Common sense would allow an older scout to allow a known adult access. For example, a uniformed leader.

2	Adults and young people share the same toilet facilities.	a. Clearly define toilet and handwashing facilities for everyone.	Adults & visitors use the accessible toilet. YP use M/F facilities.	Single toilet provision is used by adults and young people.	All	Should there be another group using the building during a section meeting, the section leader should discuss toilet procedures with other users upon arrival and negotiate/modify/communicate procedures as necessary.
3	Young people are harmed by vehicles in the Car Park.	a. Section leaders should risk assess the meeting point of each activity and decide the safest meeting location. This will be dependent upon the participants' age, numbers, equipment and conditions.	YP will usually meet on the forecourt ahead of an indoor meeting. YP may meet at the top of the car park (grassed area) for an outdoor/away meeting as defined by the section leader.	YP will usually meet at the main entrance ahead of an indoor meeting. YP will usually meet at the Oxclose Village Centre for an outdoor/away meeting.	SL	
4	Adults who have unsupervised, regular or intensive contact with YP are not always vetted.	a. Begin a programme of vetting adults who support sections. By December 2010 all adults supporting sections with activities, transport or administration will be recorded as Occasional Helpers.			SL	Regular is defined as once per week or more; intensive is defined as more than four times per month or between 0200 – 0600hrs on any one occasion.
5	Minor accidents are not reported internally.	a. Ensure accident books are provided in each meeting place; in the minibus and with the mobile FA Kit.	Accident Book located in the on-stage cupboard.	Accident Book located in the Games Box (PE Store)	SL	Any minor accident or injury requires local treatment or causes concern, or involving premises or equipment fault is to be reported. Completed forms passed to the GSL.

6	Fire procedures are not know/rehearsed	<ul style="list-style-type: none"> a. Obtain Fire RA's for meeting venues. b. Ensure all adults and YP understand the evacuation plan. c. Clearly define role of duty leader/adults in fire plan. d. Regularly (twice yearly) practice procedures. e. Appointed safety officer to review annually. 			All Adults	
7	Body fluid spills are not safely dealt with.	<ul style="list-style-type: none"> a. Spill kits to be provided in each location and minibus. b. Adults to know of spill kits' correct use. c. Spill kits are checked regularly for contents/renewal. 			All Adults	
8	Privacy of YP and adults when changing is not always planned for and managed.	<ul style="list-style-type: none"> a. Establish separate changing areas for YP/M/F and adults. b. Discourage adult 'static' supervision in favour of mobile 'passing through' supervision of changing areas. 	Review/identify suitable areas.	Review/identify suitable areas.	SL	
9	Adults are not always aware of the need to risk assess an activity.	<ul style="list-style-type: none"> a. Section meetings to highlight activity risk assessments on Scoutbase. b. In line with POR; GSL to be aware of all activities taking place outside of the normal meeting place or times. 			All Adults	
10	Bullying could go unnoticed in any section.	<ul style="list-style-type: none"> a. Raise the profile of published anti-bullying material. b. Create an antibullying section on the group website that includes a report form. c. Highlight antibullying policy to all sections annually as part of an activity/meeting. 			SL	

11	An uncollected child remains at the end of a section meeting or activity.	<ul style="list-style-type: none"> a. Section leader to make contact with parent/carer using 'In Touch' procedure. b. Accompanied adults will take the child to their usual home / next of kin if known. c. GSL to be contacted if (a) and (b) are unsuccessful. 			All Adults	Children will not be allowed to leave with another adult (for example another parent) without the explicit permission of the parent or guardian.
12	Increasing use of 'new media' and social networking by adults and young people.	<ul style="list-style-type: none"> d. GSL to remind/renew guidance to adults about best practice use. e. GSL to discuss social networking issues at parents' meetings/other suitable opportunities. 			All Adults	