

Child Protection Reporting & Recordkeeping Guidance



Document Owner Lead Safeguarding Officer

Publication Date June 2026

Primary Document Family B. Staying Safe

Additional Document Family D. Data & Communications
H. Membership, Volunteering & Complaints

Applies To

☒ Volunteers	☒ Staff
☒ Groups & Districts	☒ Centres & Campsites
☒ Contractors & Partners	☒ Projects & Events
	☒ DFs

Scope & Purpose

This guidance should be followed by all volunteers working in groups and districts across Woodcraft Folk. It should also inform the procedures and practice of projects, whether led by staff, volunteers or a combination of both.

This guidance is compliant with the requirements of Woodcraft Folk's Safeguarding and Data Protection policies. Separate guidance is available to support the retention of financial records for groups and districts.

Records of concerns and incidents escalated to Woodcraft Folk's safeguarding team will be kept centrally to ensure that the organisation is able to meet its obligations to current and former beneficiaries and volunteers.

Raising Concerns

All concerns about the welfare or safety of a child or young person (including DFs over 18 years) should be reported and recorded. This includes informal concerns where an individual may be unsure of what specifically has raised their concern. Records of concerns should include:

- Date and time of incident/disclosure
- Parties who were involved, including any witnesses to an event
- What was said or done and by whom
- Name of person reporting on the concern, name and role of the person to whom the concern was reported, date and time and their contact details
- Any action taken

If any interpretation/inference is drawn from what was observed, said or alleged, this must be clearly recorded as such. Records of concerns should be signed and dated.

Concerns or incidents which may increase the level of a child or young person's vulnerability should be reported to the Local Safeguarding Lead. They will liaise with Woodcraft Folk's Lead Safeguarding Officer to refer concerns to other agencies if appropriate.

If an adult believes a child or young person is in immediate danger or risk of harm then they should call Police via 999 and state that a child is at risk - depending on local practice this may trigger a response from the police themselves or from children's social care.

Reporting Concerns, Incidents & Accidents

Correct reporting and retention of information relating to concerns, incidents and accidents is important to:

- meet regulatory and legal requirements
- support the organisation to improve policy and practice
- inform child protection decisions and keep young people safe
- inform future recruitment decisions

Records kept locally and centrally may also be used to support insurance claims, or investigations in respect of civil claims or alleged/suspected criminal offences.

Removal from Records

Individuals may request to have their information removed from Woodcraft Folk's Membership database. In such cases this will be done but a record of the individual's involvement in Woodcraft Folk will be maintained e.g. name, date of birth, contact details, role, group, District, length of service, start date & screening decision. Once an individual has been removed from the Membership database they will no longer receive routine communications from Woodcraft Folk, but may be contacted to support an investigation if a child protection issue came to light during their period of involvement.

Branch Closures

If a local branch of Woodcraft Folk ceases to operate, any electronic and paper records should be transferred securely to Woodcraft Folk's Lead Safeguarding Officer.

Destruction of Records

Electronic data should be permanently deleted, and paper records should be destroyed securely (e.g. by shredding or incineration) when the required retention period has elapsed.

Further Support & Guidance

If you require further information or advice, contact Woodcraft Folk's Safeguarding team via safeguarding@woodcraft.org.uk

Appendix 1: Retention Schedule

Type of Data	Required Local Retention Period
Child registration, health and consent forms	3 years from date of signature (forms to be updated annually)
Registers of adults and young people attending groups & events	3 years
Minutes of meetings	7 years, unless they contain safeguarding information
Risk assessments	3 years from date of signature
Safeguarding declaration	3 years from date of signature
Accident forms/book	3 years from date of incident *
First aid forms	3 years from date of incident *
Incident/disclosure forms (and notes/minutes from subsequent meetings) - no referral made	1 year after young person is no longer involved in Woodcraft Folk or if they remain involved as an adult, when they reach the age of 22 *
Incident/disclosure forms (and notes/minutes from subsequent meetings) - referral made to Social Care	6 years after young person is no longer involved in Woodcraft Folk, or if they remain involved as an adult, when they reach the age of 22 *
Membership applications	1 year (although details of volunteers & members will be maintained)
DBS/PVG certificates	90 days (records will be kept of the certificate number, date of issue, and Woodcraft Folk's recruitment decision)
References (if held locally)	6 years after the volunteer is no longer involved in Woodcraft Folk
Complaints	6 years after the volunteer is no longer involved in Woodcraft Folk, unless the complaint impacts on their suitability to work with children *
Concerns about the suitability of adult volunteers	Until the volunteer reaches the age of 70, or 10 years from the incident, or 10 years after the volunteer is no longer involved in Woodcraft Folk, whichever is the longer *

* Copies of these should also be shared with the safeguarding team where required - see Appendix 2

Appendix 2: Reporting Requirements

Event	Report to	Records required	Action & review
Child protection concern	Local Safeguarding Lead	Incident/disclosure form	Local Safeguarding Lead and Lead Safeguarding Officer to review
Concern about the suitability of an adult	Local Safeguarding Lead	Incident/disclosure form	Local Safeguarding Lead and Lead Safeguarding Officer to review and complete suitability risk assessment
First Aid given (no further follow-up with GP, A&E etc.)	Parent/carer (on collection) Local Safeguarding Lead *	First aid form (copy to parent) Accident form or book	Incident & risk assessment to be reviewed at next planning meeting
First Aid given, and/or visit to A&E, GP or call to NHS 111	Parent/carer (ASAP) Local Safeguarding Lead * Lead Safeguarding Officer	First aid form (copy to parent) Accident form or book Incident/disclosure form	Local Safeguarding Lead and Lead Safeguarding Officer to review; incident & risk assessment to be reviewed at next planning meeting
A&E visit by multiple members or A&E visit requiring 3 months+ medical treatment †	Parent/carer (ASAP) Local Safeguarding Lead (within 24 hrs) * Chief Executive (within 48 hrs)	First aid form (copy to parent) Accident form/book Incident/disclosure form	Local Safeguarding Lead and Lead Safeguarding Officer to review; incident & risk assessment to be reviewed at next planning meeting; F&GP to review
Fatality †	Parent/carer (ASAP) Chief Executive (ASAP)	Accident form/book Incident/disclosure form	F&GP Committee/Board to review

* Local Health & Safety Lead should also be informed, where this is not the same individual as the Local Safeguarding Lead

† **Major Incident Procedures will also be followed in these cases**