



# Village safeguarding lead guide

Thank you for volunteering to be a part of the safeguarding team. This guide is designed to provide you with essential information to help you do the role of village safeguarding lead.

## **About Camp 100**

The theme of the camp is 'the next hundred years' and the 5 key messages are:

- For children and young people, by children and young people
- More cooperation by building wider teams
- Accessible for all
- Education for social change
- Span the world with friendship

## **About the role**

Village Safeguarding Leads act as a first point of call for any safeguarding issues or concerns in the village. They also help link the village to the camp's overall safeguarding approach - acting as a channel of communication between the village and the central team.

## **Training**

As a minimum, Village Safeguarding Leads should have completed either:

- a Level 1 Introduction to Safeguarding course (usually provided free through local safeguarding partnerships)
- the National Youth Agency's 'Safeguarding In a Youth Work Setting' course, available to complete online through the [NYA Safeguarding Hub](#)
- a similar (or higher) level of training as part of their usual job

As with all adult volunteers coming to Camp 100, Safeguarding Leads from the UK must be Woodcraft Folk members and have completed a DBS / PVG check.

### Camp Timings

Camp 100 will run from Sunday 27th July to Wednesday 6th August 2025. Attendees will have the option of coming for the first 3 days, the last 7 days or the whole 10 days. This is noted as 'change over day' on day 4 (30th July).

While Safeguarding Leads will be supporting their village across the whole of the camp, there are some time-specific tasks that will need to happen.

Day of camp	Date	Village day/central day	Your team overview	Additional info
1	27th July	None	Meet the central safeguarding team.	Arrivals
2	28th July	1st half village day & 2nd half centers open day	Make sure that the village runs the consent & safety workshop.	Opening ceremony after lunch
3	29th July	Central day		
4	30th July	Village day	Make sure that new arrivals take part in a consent & safety workshop.	Changeover day
5	31st July	Central day		VIP day
6	1st August	Village day		
7	2nd August	Central day		
8	3rd August	Village day	Ensure that any visitors to the village are escorted.	Visitor day
9	4th August	Central day		
10	5th August	Village day		Closing

				ceremony in evening
11	6th August	None	Help get everyone home safely	Departures

### **Timing for a typical day**

Time	Activity
8:00 - 9:00	Breakfast
9:00 - 10:30	Time for village activities, including morning circles - a chance to check in with everyone
10:30 - 13:00	Morning programme
13:00 - 14:30	Lunch
14:30 - 17:45	Afternoon / early evening programme
18:00 - 19:45	Dinner
19:45 - 20:15	News (in libraries)
20:30 - 22:00	Evening programme (on some nights)
22:00 - 22:30	Check in - a chance for a welfare check in villages
22:30 - 23:30	Late evening programme (on some nights)
23:30	All programme ends. Venturers and under-18s expected to return to villages.

### **Site layout**

Please highlight the location of the stewards' HQ and the camp office.

### **Key Tasks**

Beyond providing overall advice and support to adult volunteers in their village, below are some key things that we are asking Village Safeguarding Leads to do:

- Make sure that the village runs the safety & consent workshop during the first two days (the workshop plan will be provided). And make sure those arriving part-way through camp come to a top-up workshop on the change-over day (delivered in towns)
- Contact the central safeguarding team to log any safeguarding allegations, incidents or concerns that come up (even if these are small and easy to solve, we need to keep a record)
- Make sure that all adults and young people in the village understand how to share any concerns, and who they should address these to
- Help volunteers provide appropriate support for children who are on camp unaccompanied - e.g. identifying 'tent parents' to check in on their welfare
- Ensure that there are clearly identified volunteer leaders responsible for each age group, and that the appropriate adult:child ratios are met for each age range
- Help the village to agree and clearly communicate the boundaries that will apply to young people of different ages (e.g. whether they can leave the village in small groups without an adult)
- Check that risk assessments are completed for any complex or unusual programme activities delivered in the village, and that any risks are appropriately controlled
- Support volunteers with evening sign-in for young people attending late evening programme and having clear systems for welfare check-ins as appropriate
- Help volunteers to respond effectively to an emergency - including by making sure that, if adults choose to drink alcohol in the evenings, sufficient adults to respond in an emergency remain sober
- Make sure that the village keeps a record of when anyone leaves site, and when they come back
- If the village is expecting visitors or guests, make sure that they are booked in, that they are escorted and that they do not stay overnight

## **Safeguarding**

Safeguarding is everyone's responsibility. All adult volunteers at Camp 100 must understand and follow the Camp 100 Code of Conduct and help to safeguard children and young people participating in the event.

All adult volunteers coming to Camp 100 from the UK must be Woodcraft Folk members and have completed a DBS / PVG check. This includes 16 and 17 year olds if they are taking on a volunteer role at camp (eg stewarding, running workshops, volunteering in a centre). Volunteers from international groups must complete a safeguarding declaration.

Volunteers can report concerns, incidents or issues to their Village Safeguarding Lead, at the camp office or to a member of the safety team. This could include raising concerns about the behaviour of a young person or volunteer on site; reporting first aid incidents or near misses; and logging safeguarding incidents or near misses.

The fastest and easiest way to get support for a safety, safeguarding or first aid incident is to find a steward, or go to the Camp office or steward/first aid HQ. Concerns and incidents can also be shared using [safeguarding@woodcraft.org.uk](mailto:safeguarding@woodcraft.org.uk), which will be monitored during camp.

### **Contacts for key people**

A Duty Safeguarding Officer will be available to contact each day as well as overnight if additional support or advice is required. You can contact them through the stewards, or by going to the camp office.

Someone from the camp safeguarding team will come and introduce themselves in each village during the first day or two of camp.

Concerns can also be shared with the Safeguarding Team by emailing [safeguarding@woodcraft.org.uk](mailto:safeguarding@woodcraft.org.uk).