

8. Supervised Members

In line with changes to the DBS regulations it is now possible for some volunteers to be supervised, and therefore not required to complete a DBS application. A named supervisor or supervisors must be identified to support these volunteers. One of the named supervisors must be present during any activity they are engaged in. Supervision includes:

- Getting individuals to complete a safeguarding declaration
- Giving a clear role and task to the volunteer
- Confirming what is expected behaviour
- Ensuring the volunteer remains in the group setting and does not engage in one to one support activity
- Offering feedback to the volunteer
- Asking someone to leave if they are not meeting the expectations laid down in Woodcraft Folk's Code of Conduct

Supervised, occasional or one-off volunteers who have not completed an Enhanced DBS or PVG application must be supervised by a named individual who is a current member of Woodcraft Folk with a current DBS or PVG scheme membership.

Only volunteers and staff who have undergone an enhanced DBS or PVG scheme membership can undertake the following activities:

- Attend camps or residential events
- Supervision of toileting or changing
- Personal care tasks – cleaning, nappy changing
- Giving medication

Managing supervised members & Supervisors

All supervised members & supervisors in your District must be identified. The Membership Secretary should notify Folk office for our records. Any changes to roles should be reported to Folk Office immediately. Feel free to email membership@woodcraft.org.uk or telephone the Member & Groups Officer on 020 7703 4173.

New members who are to be supervised must complete the relevant sections on the '**new membership application form**'.

If a supervisor has lapsed membership or DBS they will be unable to continue their role as supervisor unless they renew. Folk Office will contact both the District & the Supervisor if this occurs. The Membership Secretary should ensure that a new Supervisor is identified or request that the supervised member completes a DBS application.

Folk Office will periodically contact both Supervisors & Supervised members to check for any changes in role and advise them on the responsibilities they can currently undertake in line with our safeguarding policy and procedure.