

## Member Screening Procedures, May 2014



Woodcraft Folk are committed to the safety of children, young people and adults involved in its groups, camps and project activities. Woodcraft Folk demonstrate its commitment to those active in Woodcraft Folk by undertaking thorough risk assessments of all new member applications and renewals.

As part of this risk assessment the Lead Safeguarding Officer will collect and assess information from the following sources:

- DBS/PVG application
- References
- Local District
- The applicant/member

The assessment will take into consideration the nature of the offence, the number of offences, the age of the individual at the time of the offence and the time period since the offence. Particular attention will be given to all offences against children or of a violent or threatening nature – as these are in direct conflict with our aims and principles of peace and co-operation.

Where there is no risk to children, young people or other adult volunteers Woodcraft Folk is committed to the active rehabilitation and integration of previous offenders, and would seek to offer support, training and guidance for anyone with a non-violent criminal record to participate in Woodcraft activities.

Woodcraft Folk are exempt from the Rehabilitation of Offenders Act 1974, and as such receive information about spent and unspent criminal cautions, reprimands and convictions. This data is used as part of the risk assessment process.

### Risk assessment process

- When an offending history is disclosed the DBS/PVG Counter Signatory will anonymously log the offence and any action taken
- If the nature of the offence/s require a risk assessment to be complete the Lead Safeguarding Officer will be informed
- As part of the risk assessment process the individual member and their local Membership Secretary will be contacted for further information
- The risk assessment will also review the following key questions:
  1. Is the individual barred from working with children or vulnerable adults?
  2. Did the applicant openly disclose information about the offence?
  3. Did the offence result in a conviction, caution or reprimand?
  4. Does the offence involve violent or threatening behaviour?
  5. Does the offence involve children or young people?
  6. Is the offence spent?
  7. Was the individual a juvenile at the time of the offence?
  8. Was this a singular offence?
  9. Does the offence involve drugs or other illegal substances?
  10. Does the offence involve fraud or theft?
  11. Is the offence related to driving?

- The individual and the local Membership Secretary will be written to with the outcome of the risk assessment, which may place restrictions on the activities to be undertaken or set requirements around supervision or training needs.

All screening decisions are reviewed biannually by the Members Safeguarding Review panel which seeks to ensure appropriateness and consistency of decision-making.

## Complaints

Any member wishing to raise a complaint about their treatment in relation to the above procedures should do so, in writing, to the General Secretary. An investigation will then be conducted by a representative of the Members Safeguarding Review Board who has not been previously involved in the screening procedure. The individual will receive written notification as to the outcome.

The tables below attempt to provide a transparent and consistent approach to Woodcraft Folk's recruitment and retention decision of staff and volunteer members. For example:

## Motoring offences

<b><i>Conviction</i></b>	<b><i>Spent</i></b>	<b><i>Single</i></b>	<b><i>Action</i></b>
Dangerous driving	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF
	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until the offence is spent
	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
Driving whilst disqualified and uninsured	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF
	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until the offence is spent
	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
Drunk driving or driving a motor vehicle with excess alcohol	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF

	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until the offence is spent
	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
Failing to provide a specimen for analysis (driving or attempting to drive)	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF
	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until offence is spent
	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
Failing to report accident, and using vehicle while uninsured	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF
	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until offence is spent
	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
Taking motor vehicle - no consent, insurance, driving licence	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF
	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until offence is spent
	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
Using vehicle while uninsured, driving motor vehicle with excess alcohol	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the member will be requested not to drive for WcF
	No	Yes	Not a barrier to membership, but the member will be requested not to drive for WcF until offence is spent

	No	No	Not a barrier to membership, but the member will not be able to drive for WcF
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### Violent & Threatening offences

<b>Conviction</b>	<b>Spent</b>	<b>Single</b>	<b>Action</b>
Affray	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Additional information required to inform risk assessment process
Assault	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Assault occasioning actual bodily harm	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Battery	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Common assault on adult	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Criminal damage and indictable common assault	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence

	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Disorderly behaviour or threatening/abusive/insulting words likely to cause harassment alarm or stress	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Possessing air weapon ammunition in public place	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Possession of an offensive weapon	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Possession of offensive weapon in public place	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Sending a letter or article conveying a threat	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Terrorism	Yes	Yes	Additional information required to inform risk assessment process
	Yes	No	Additional information required to inform risk assessment process

	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Threats to kill	Yes	Yes	Additional information required to inform risk assessment process
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined
Using threatening, abusive, insulting words or behaviour w/I to cause fear or provocation of violence	Yes	Yes	Additional information required to inform risk assessment process unless more than 10 years since offence
	Yes	No	Additional information required to inform risk assessment process
	No	Yes	Additional information required to inform risk assessment process
	No	No	Membership application declined

### Theft related offences

<b><i>Conviction</i></b>	<b><i>Spent</i></b>	<b><i>Single</i></b>	<b><i>Action</i></b>
Burglary & Theft non-dwelling	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but the member will be required not to handle funds or act as Treasurer
Handling - Theft	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but the member will be required not to handle funds or act as Treasurer
Handling stolen goods	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but the member will be required not to handle funds or act as Treasurer

Robbery	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but the member will be required not to handle funds or act as Treasurer
Theft	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but the member will be required not to handle funds or act as Treasurer
Theft – shoplifting	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but the member will be required not to handle funds or act as Treasurer

### Drug offences

<b><i>Conviction</i></b>	<b><i>Spent</i></b>	<b><i>Single</i></b>	<b><i>Action</i></b>
Possess and supply Class B controlled drug	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the individual should be sent a copy of Woodcraft Folk's Drug & Alcohol Policy
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Possessing Class B drug - cannabis resin	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the individual should be sent a copy of Woodcraft Folk's Drug & Alcohol Policy
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Possessing controlled drug	Yes	Yes	No action

	Yes	No	Not a barrier to membership, but the individual should be sent a copy of Woodcraft Folk's Drug & Alcohol Policy
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Possessing controlled drug Class A	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the individual should be sent a copy of Woodcraft Folk's Drug & Alcohol Policy
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Possessing controlled drug Class C	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but the individual should be sent a copy of Woodcraft Folk's Drug & Alcohol Policy
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Possessing controlled drug w/i to supply	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Producing controlled drug Class B Cannabis	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required

**Other offences**

<b><i>Conviction</i></b>	<b><i>Spent</i></b>	<b><i>Single</i></b>	<b><i>Action</i></b>
Aggravated trespass on land in the open air	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required



	No	No	Not a barrier to membership, but an assessment of risk is required
Breach of community rehabilitation	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Breach of conditional discharges	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Breach of the peace	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Criminal damage	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Destroy or damage property value of damage £5k or less	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Failing to surrender to custody at appointed time	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required

Making false statement or representation in order to obtain benefits	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Obstructing court officers executing process against unauthorised occupiers	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Obstructing Police	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Obtaining exemption from liability by deception	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required
Prostitute loitering	Yes	Yes	No action
	Yes	No	Not a barrier to membership, but an assessment of risk is required
	No	Yes	Not a barrier to membership, but an assessment of risk is required
	No	No	Not a barrier to membership, but an assessment of risk is required

### ***Rehabilitation periods***

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the rehabilitation period is decided by the original sentence, not the time served. Custodial sentences of more than two-and-a-half years can never become spent. The following sentences become spent after fixed periods from the date of conviction:

<b><i>Sentence</i></b>	<b><i>Rehabilitation period People aged 17 or under when convicted</i></b>	<b><i>Rehabilitation period People aged 18 or over when convicted</i></b>
Prison sentences <sup>2</sup> of 6 months or less	3.5 years	7 years
Prison sentences <sup>2</sup> of more than 6 months to 2.5 years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention centres (abolished in 1988)	3 years	3 years
Fines <sup>3</sup> , compensation, probation <sup>4</sup> , community service <sup>5</sup> , combination <sup>6</sup> , action plan, drug treatment and testing, and reparation orders	2.5 years	5 years
Absolute discharge	6 months	6 months

The Crime & Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

<b><i>Sentence</i></b>	<b><i>Rehabilitation period People aged 12, 13 or 14 when convicted</i></b>	<b><i>Rehabilitation period People aged 15, 16 or 17 when convicted</i></b>
Detention and training order of 6 months or less	1 year after the order expires	3 years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences the rehabilitation period varies:

<b><i>Sentence</i></b>	<b><i>Rehabilitation period</i></b>
Probation <sup>7</sup> , supervision, care order <sup>8</sup> , conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	once the order expires

*Footnotes*

1. Cautions, reprimands and final warnings are not sentences with rehabilitation periods. However, the Government is intending to include them within the Act and give them a rehabilitation period of nil, which means that they will become spent instantly. In the meantime, those people with only a caution on their criminal record can answer 'no' if asked whether they have a criminal record, because this is usually understood to mean convictions.
2. Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution (abolished for those under 18 years old in 2000 and for those aged 18-20 in 2001).
3. Even if subsequently imprisoned for fine default.
4. For people convicted on or after 3 February 1995. Probation orders are now called community rehabilitation orders.
5. Community service orders are now called community punishment orders.
6. Combination orders are now called community punishment and rehabilitation orders.
7. For people convicted before 3 February 1995.
8. Care orders in criminal proceedings were abolished by the *Children Act 1989* and effectively replaced by a supervision order with residence requirement.