

## **Vetting Procedures**

Woodcraft Folk commit to safer recruitment and selection of all volunteers and staff. As part of this commitment all volunteers and staff will be subject to vetting and screening checks appropriate to their role, which may include:



- Providing two written references
- Reviewing the list of those Barred from working with children and young people
- Seeking information on any relevant criminal conviction or caution
- Probationary and trial periods

The above screening is undertaken in keeping with the requirements of the Childcare Act 2006 and the Childcare (Disqualifications) Regulations 2009. All data gathered as part of the screening procedures will be handled securely in keeping with the Data Protection Act 1998 and Woodcraft Folk's Data Protection Policy.

Vetting is undertaken to ensure that children and young people attending Woodcraft Folk groups and activities have the support, guidance and care they need and that Woodcraft Folk do not engage staff and volunteers who are unsuitable to work with children. Information gathered will be risk assessed as described in Woodcraft Folk's Member Screening Procedures and in keeping with Woodcraft Folk's Rehabilitation of Offenders Policy, the Rehabilitation of Offenders Act 1974 and the Human Rights Act 1998.

## ***Requirements***

At Woodcraft Folk all regular volunteers should become members of the national organisation and:

- Provide two referees willing to support their application and confirm their suitability to volunteer or work with children and young people. At least one of these referees should be external to Woodcraft Folk. Should these references give cause for concern, advice must be sought from the Lead Safeguarding Officer.
- Declare any criminal convictions relating to the abuse of children, however long ago they may have been. This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974
- Confirm that they are not barred from working with children, and that they do not reside with someone who is barred (disqualified by association)
- Read and sign a copy of Woodcraft Folk's Safeguarding Policy
- Read and follow the local Safeguarding Plan
- Undergo safeguarding training at a local level or online

In addition, in England, Wales and Northern Ireland all individuals over 16 years who are engaged regularly in an unsupervised role that involves the care, supervision, instruction or education of children are required to complete an Enhanced Disclosure and Barring Service disclosure (DBS). In Scotland all individuals over 14 years who regularly undertake similar activities are required to become member of the Protecting Vulnerable Groups scheme (PVG). We define regularly to mean:

- More than once a month
- Intensively, more than four days in a month
- Overnight or between the hours of 2am and 6am

In line with changes to the DBS regulations it is possible for some volunteers to be supervised, and therefore they will not be 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

Individual DFs who attend a DF group or event and do not take on any role of responsibility will not be required to undergo the above vetting and screening processes but should be a member of Woodcraft Folk. However, DFs who choose to take on roles of responsibility e.g. First Aider, Clan leader, and group night helper should complete the above screening and vetting procedures.

Woodcraft Folk will repeat the DBS application process every 3 years to support their continued risk management. To support this, Woodcraft Folk encourages all volunteers and staff in England and Wales to join the DBS Update Service. The service is free to volunteers, and will enable Woodcraft Folk to check an individual's DBS status online. The service will also enable the individual to share their DBS disclosure with other organisations working with children, and reduce the need for the individual to complete a full DBS application. For more information visit: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

**Summary of who needs a DBS or PVG**

The table below has been designed to help individuals identify the appropriate level of vetting required for their role in Woodcraft Folk.

<b><i>Role in Woodcraft Folk</i></b>	<b><i>Woodcraft Folk membership</i></b>	<b><i>References required</i></b>	<b><i>DBS or PVG required</i></b>
Group Volunteer unsupervised, helping once a month or more	Yes	Yes	Enhanced DBS and PVG required
Group Volunteer supervised, helping once a month or more	Yes	Yes	Not required but the individual must be supervised
Regular Group Volunteer supervised, helping out less than once a month	Yes	Yes	Not required but the individual must be supervised
Occasional helper, assisting as a one off or ad hoc arrangement	No	No	Not required but the individual must be supervised and complete a safeguarding declaration
DF – participant with no leader responsibilities	Yes	No	Not required
DF supervised – with some leader responsibilities	Yes	Yes	Not required
DF unsupervised – with some leader responsibilities	Yes	Yes	Enhanced DBS and PVG required
One off visitor or specialist	No	No	Not required but the individual must be supervised, and complete a safeguarding declaration
Volunteering on camp	Yes	Yes	Enhanced DBS or PVG required

General Council member	Yes	Yes	Enhanced DBS and PVG required
Mentor	Yes	Yes	Enhanced DBS or PVG required
District Committee member	Yes	Yes	Not required
Membership Secretary	Yes	Yes	Enhanced DBS or PVG required
Local Safeguarding Officer	Yes	Yes	Enhanced DBS or PVG required
Treasurer	Yes	Yes	Standard DBS/CRB
Book-keeper (staff)	No	Yes	Standard DBS/CRB
Centre Volunteer Warden, on-site overnight	Yes	Yes	Enhanced DBS or PVG required
Centre staff	No	Yes	Enhanced DBS or PVG required
Administrator (staff)	No	Yes	Standard DBS/CRB
Development/Project Officer (staff)	No	Yes	Enhanced DBS or PVG required

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To be reviewed November 2017