

Membership Secretary Handbook



A complete guide to Woodcraft Folk Membership & DBS/PVG Disclosures England/Wales & Scotland

- District Membership Secretary
- Becoming a Member of the Woodcraft Folk – An Overview
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- Supervised Members (England & Wales only)
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Application form

Disclosure & Barring Service

Form No. **121339**

DBS Fee 110
Complete job 95

This form can be used to apply for a Disclosure and Barring Service (DBS) check. Applicants should complete sections A, B, C AND D ONLY. DO NOT COMPLETE SECTIONS E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z. If you require help in completing the form, you can get the DBS on 0800 90 90 90. If you require help in completing the form, you can get the DBS on 0800 90 90 90. If you require help in completing the form, you can get the DBS on 0800 90 90 90.

YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** marked in yellow.
- Complete all sections unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Strike through a mistake, and correct it to the right.
- Write in the box with a cross (X).
- Do not use the box provided.
- Do not use the box provided.
- Do not use the box provided.

HOW TO COMPLETE THE FORM

- Write over the edge of each box.
- Place stamps or ticks on the form.
- Strike anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave a mark.

The role of the District Membership Secretary

Overall role and responsibility

To be responsible for recruiting new members, supporting them to complete their Woodcraft Folk membership application & DBS/PVG disclosure application form online and seeking references for all volunteers working directly with children and young people in your Woodcraft Folk district.

Specific responsibilities

1. Be aware and up to date on Woodcraft Folk policies, particularly Safeguarding Children (vetting procedures), equal opportunities, volunteering policy, Data protection and the Recruitment of Ex-Offenders.
2. Support individuals through the membership process, signposting them to complete an online Woodcraft Folk membership application form, DBS/PVG disclosure application and check their photographic identity and other identification.
3. Witness ID documents and Verify online DBS/PVG applications.
4. Witness outstanding DBS certificates for members who have a caution or conviction and report back to the Membership & Groups Officer.
5. To access the online Membership database on behalf of your district.
6. To support the Membership & Groups Officer in reminding existing members to renew their membership annually, update their DBS disclosure every 3 years and Scottish members to apply for a PVG if they've not done so already.
7. Keep confidential any personal records held on Woodcraft Folk members in your district.
8. To keep up to date with the latest changes to the Disclosure & Barring Service and PVG processing.
9. Report regularly on the membership situation to the District Council and provide information to group leaders and camp organisers as required.

Key Contacts

Membership & Groups Coordinator on 020 7703 4173 or membership@woodcraft.org.uk.

NB: Please note some districts choose to delegate some of these tasks and may recruit 'Group Membership Secretaries' and 'Volunteer Coordinators', where this happens the District Membership Secretary is responsible for recruiting, training and supervising those who carry out the delegated tasks.

Becoming a Member of the Woodcraft Folk – An Overview

Membership types

Friends of the Folk – For those who wish to support and show a commitment to the aims and principles of the Woodcraft Folk and receive regular information about the organisation.

Active Member – For those adults and young people who demonstrate their commitment to the aims and principles of the Woodcraft Folk by actively volunteering with children and young people in group settings or residential activities.

- o *Membership needs to be renewed on an annual basis from the date on which the individual joined.*
- o *If a Friends of the Folk member wanted to increase their involvement and begin to volunteer in any of the circumstances described below they would need to become an active member and contact the Membership & Groups Officer on either 020 7703 4173 or membership@woodcraft.org.uk.*

Who needs to be an Active member?

In the following circumstances these people should be members of the Woodcraft Folk:

1. All adult members who have the intention of regularly volunteering with children and young people aged under 18 years at group nights or in other Woodcraft Folk settings.
2. All adult members intending to participate in and support an overnight camp or residential for Woodchip, Elfins, Pioneers and Venturers.
3. All adults who take up a group, district, regional and national officer role e.g. Chair, Treasurer, Secretary, Group Leader
4. District Fellows (Dfs)

In addition Under 16's should be encouraged to become members of the organisation. Under 16 Membership is free up until a young person's 16th birthday. Parents and occasional helpers should be encouraged to learn more about the Woodcraft Folk by becoming a member.

Applying for Woodcraft Folk Membership

Individuals can now sign up for Woodcraft Folk membership **online** via the woodcraft website www.woodcraft.org.uk/group-guidance/support-advice/membership/.

Members who apply online will be taken to Groop to register on our Membership Database. They'll be required to provide their personal information, contact details, district information and select a membership type. They can then complete their application by paying their membership fee either by credit/debit card or direct debit.

The online membership process:

Individuals apply for Woodcraft Folk membership via the website and are directed to our Groop Membership Database to register.

On receipt of their registration they'll receive 3 emails from us via Groop:

1. Welcome email with instructions on how to apply for a DBS/PVG and provide references via our online form
2. Online Membership application to complete
3. Payment portal to pay annual membership fees either by direct debit or online credit/debit card

The new member will then be required to complete all of the steps above to finalise their membership. Individuals who are applying for Friends of the Folk membership are only required to complete steps 2 and 3.

Role of the Membership Secretary (Online Membership Applications)

1. Routinely check the Groop Membership database to see whether new members have applied for membership online in your district.
2. Chase up and support new members to apply for their DBS/PVG and have their ID witnessed.
3. Signpost new members to the online suitability reference form to forward on to the referees for completion.

Do's, Don'ts and things to know

1. Please do not send or verify DBS/PVG applications for members who have not yet applied for membership as their application forms will be returned to them as we have no record of them here at Folk office which creates more work. Also DBS applications carry a £7 charge so we should try our best to ensure only members make applications via the online system.
2. New members who sign up via our website do not need to complete a paper membership application form. All personal details have been provided via their online sign up.
3. We will continue to chase members for their DBS/PVG applications if they do not provide one in reasonable time of submitting their membership application. New members who do not provide one should not attend overnight stays or regularly help out at group nights as per our <https://woodcraft.org.uk/resources/vetting-procedures/>.

Suitability References

Seeking references is an important part of our membership procedure. **New Members Secretaries are required to provide 2 references if they're engaged in any childcare role within the Woodcraft Folk.**

It's important we have references for every member in a childcare role as they describe an applicants' suitability to work with children and young people, whereas DBS/PVG certificates only inform us of past criminal convictions and cautions (*someone who could be deemed as unsuitable may not necessarily have a criminal record*).

References should be sought from:

- **Employer, or previous employer**
- **Work colleagues**
- **Teacher or Lecturer**
- **Doctor**
- **Friends**
- **Previous or other volunteer placement**

It is good practice to seek references from non-Woodcraft Folk members, and with this in mind you should always try and obtain at least one external referee.

To assist us with collecting references Membership Secretaries can signpost to our **Online reference form for referees to complete and make their submission directly to Head Office** www.woodcraft.org.uk/resources/volunteer-screening.

Membership Secretaries and new members can now direct referees to the online form which can be completed and submitted directly to head office. Head Office will then upload these references to the member's individual record on the membership database which can then be accessed by the Membership Secretary.

To ensure 100% uptake Head Office will email new members with a monthly reminder asking them to provide contact details of their referee details or signpost their referees to the online form.

If there are any concerns with a reference submitted, Head Office will contact the referee for more information and carry out a risk assessment in line with our policy and procedure.

How long do we keep references for?

1. **All current members' references should be kept on file whilst they're still volunteering.**
2. **If a volunteer ceases their involvement then we should hold their reference for 3 years after which time they can be destroyed. Although a record should be kept that they were collected and deemed acceptable. For more advice on record keeping see our ['Reporting and Record Keeping Guidelines'](#)**

DBS & PVG Disclosure Guidance

In England and Wales all individuals 16 years or over who engage regularly in a role that involves the care, supervision, instruction or education of children (*regulated work*) are required to complete an Enhanced DBS application form.

In Scotland all individuals over 14 years who regularly undertake similar activities are required to become a member of the PVG scheme.

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

However 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. *For more information see Section 8 – Supervised Members.*

What is DBS? The Disclosure & Barring Service is an Executive Agency of the Home Office that helps organisations make informed recruitment and licensing decisions by offering access to police and government records.

What is PVG? PVG is the 'Protecting Vulnerable Groups Scheme'. All PVG applications are processed by Disclosure Scotland.

DBS application forms (England only) should be completed via our online system First Advantage. Members should be signposted www.woodcraft.org.uk/resources/applying-for-a-dbs-certificate.

PVG application forms (Scotland only) are emailed to the applicant directly. Applicants will need to liaise with their Membership Secretaries to complete a request form which is emailed to Volunteer Scotland for processing. www.woodcraft.org.uk/resources/online-pvg-application

The Membership Secretaries role in the DBS Disclosure Process

As a Membership Secretary in England and Wales your role in this process is 'the recruiter' or 'responsible person' who deals with all new membership applications.

Your role:

1. To identify whether the new member requires a DBS disclosure.
2. Explain the process to new members
3. Sign post members to the online DBS system.
4. Witness the applicant's ID and verify their application online.
5. How to verify a member's DBS application can be found in the 'DBS online guidance' www.woodcraft.org.uk/resources/dbs-online-system-for-membership-secretaries.

DBS online overview (England & Wales only) –

For more instruction on how to use the system see our [DBS online guidance](#)

We process all of our DBS applications through the online platform 'First Advantage':

1. Members can now go on to the online system and using the code word 'icamp' to create and complete their Woodcraft Folk DBS application form.
2. When an application is completed the registered Membership Secretary will be emailed an alert that there is an application form ready to be verified online. As part of the verification process you **MUST** witness the applicant's identity documents and then input these ID details on to the online system. Full details on how to verify an online application are available in the '*DBS online guidance*'.
3. Once an application has been verified it will be sent electronically direct to First Advantage who will check the form, countersign and send it electronically to the Disclosure & Barring service for processing. The turnaround for processing DBS applications can be anything from 8hrs up to 4 weeks. However we've found that they're a lot quicker than paper applications.
4. All Membership Secretaries will have their own personal login for the online DBS system which will take them to their Districts area on the site. In this area they'll be able to **verify DBS applications, track DBS applications and check any pending or queried applications**. If you do not already have your login for the First Advantage website or wish to add an additional verifier for your District email membership@woodcraft.org.uk.

DBS Disclosure certificates (England & Wales)

From the 17th June 2013 the Disclosure & Barring Service stopped producing certificates for organisations. Only the applicant now receives a copy of their DBS certificate. This was introduced by the Disclosure & Barring service to give applicants more control over their personal data.

Members who have completed paper DBS application forms will still have to show us a copy of their returned DBS certificate if they have a caution or conviction. They'll be contacted by The Membership & Groups team who will need to witness the certificate and carry out a risk assessment in accordance with our member screening policy. We require the help of all Membership Secretaries to facilitate this process by helping us to chase individuals. Both the individual and Membership Secretary will be notified of the outcome of the risk assessment.

If a member misplaces their certificate before it is witnessed they will need to request a reprint from the Disclosure & Barring Service directly. The DBS give applicants only 90 days from the date of their certificates issue to request a reprint. Unfortunately there is nothing we can do if a member has missed the cut off point.

The DBS Update Scheme: - For more information go to www.gov.uk/dbs-update-service

The Disclosure & Barring Service introduced the DBS Update Service in 2013. Being part of the Update Service means DBS certificates are routinely kept up to date so they can be used by different organisations and an applicant will only ever need ONE DBS certificate. Instead of applying for a new DBS each time an organisation can run an online check on the applicant's certificate to find out whether there has been a change in their criminal record since the certificate was issued.

The system has been set up for individuals to subscribe to the Update scheme separately to completing their DBS application. They can either apply whilst their application is in processing or within 30 days of receiving their DBS certificate. Subscription is free of charge for volunteers.

Woodcraft Folk members can apply directly to the Update Scheme by going to www.gov.uk/dbs **or request that Head Office can sign them up to the scheme. All they'll need to do is either:**

- Advise Head Office by email at membership@woodcraft.org.uk or
- Fill in the tick box found on the online membership application form

In addition to this members can also give us permission to automatically renew their DBS (*every 3 years*) by running the online check without needing to contact them as long as they're a current member of Woodcraft Folk.

If a member has subscribed to the Update service using a DBS certificate from another organisation they'll need to complete an **'Online Update Service Check form'** and have their original DBS certificate witnessed by the Membership Secretary. Or send a scanned copy of their certificate to membership@Woodcraft.org.uk so the online check can be processed.

If a member has subscribed to the Update service *using their Woodcraft Folk DBS certificate* and has not given us permission for automatic checking they'll need to give us permission to run the check by email. We'll not need their certificate to be witnessed.

Please note we'll only accept DBS certificates from other organisations if the member has joined the Update Scheme.

The Membership Secretaries role in the PVG Disclosure Process (Scotland only)

1. To identify whether the new member requires a PVG disclosure.
2. Explain the process to new members
3. Witness the applicant's ID and complete a 'PVG online application request form' found at <https://woodcraft.org.uk/resources/online-pvg-application/>.
4. Return the completed form to membership@Woodcraft.org.uk for processing.
5. On receipt Disclosure Scotland will send the applicant an online application form by email to complete within 7 days before the link expires. Membership Secretaries should remind the applicant to keep an eye on their inbox.

Verifying ID documents

Verifying ID for DBS (England & Wales only)

Membership Secretaries play an important role in the provision of the Disclosure service, in particular you need to:

- o Check and validate the information provided by the applicant on the application form.
- o Establish the true identity of the applicant, through the examination of a range of documents as set out in the guidance

Please note that the DBS online system will automatically guide you through this process and will not allow you to proceed without proper checking. However you must ensure the following:

1. **You must only accept valid, current and original documentation.**
2. **You must not accept photocopies.**
3. **You must not accept documentation printed from the internet e.g. internet bank statements.**

ID checking good practice

1. ID checking can be done via online video if it's not possible to meet the applicant in person.
2. When reviewing forms of identification (e.g. name, date of birth, address etc.) please cross-reference the information with that provided by the applicant.
3. You should where possible, ask for **photographic identity** (e.g. passport, new style driving licence, etc. and for this to be compared against the applicant's likeness/appearance)
4. All documents must confirm the applicant's current name as recorded.
5. One document **must** confirm the applicant's **date of birth** as recorded.
6. See at least one document to confirm the applicant's **current address** in Section A.
7. The applicant must provide a **full and continuous** address history covering the last 5 years. Where possible you should seek documentation to confirm this address history.

List of Identity Documents you can verify for a DBS application

Group 1 – Primary Trusted ID	Group 2a – Government/State Issued documents	Group 2b – Financial /Social history documents
<ul style="list-style-type: none"> • Current valid Passport. • Current Driving Licence (UK) <i>(Full or provisional) Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).</i> • Birth Certificate issued at the time of birth 	<ul style="list-style-type: none"> • Current UK Driving licence <i>(old style paper version).</i> • Current Non-UK Photo Driving licence • Birth Certificate (UK) issued after the time of birth • Marriage/Civil Partnership Certificate • Adoption Certificate • HM Forces ID Card • Fire Arms Licence <i>(UK and Channel Islands).</i> 	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA) • Bank/Building Society Statement /Opening Confirmation Letter • Credit Card Statement • Financial Statement • P45/P60 Statement • Council Tax Statement • Work Permit/Visa (UK) • Letter of Sponsorship from future employment provider <i>(Non-UK/Non-EEA only)</i> • Utility Bill <i>Not Mobile Telephone</i> • Benefit Statement • A document from Central/ Local Gov/ Government Agency/ Local Authority • EU National ID card • Letter from Head teacher <i>(16/17yrs only)</i>

Verifying ID for PVG (Scotland only)

As part of your role in supporting applicants to access online applications it is also your responsibility to ensure the person completing the form is who they say they are by checking their identification. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents (not photographic), 2 of which must have their current home address.

The following lists are provided for your guidance. As Membership Secretary you should seek evidence of identity from amongst the items suggested. If you're in doubt as to what to check please contact us at membership@woodcraft.org.uk.

Range of possible photographic verification that may be used:

1. Passport (e.g. UK or other country);
2. Driving Licence with photograph;
3. Other forms of photo ID – Current UK Government Department pass/card, Employee ID Card, NHS Scotland ID card, Armed Forces ID card, National Union Student ID, University ID, Young Scot Card

Range of possible Address verification documentation that may be used:

Please note that the address information should detail the current address.

1. Bank or Building society statement (**within the last 3 months**)
2. A Utility bill (**within the last 3 months**)
3. Credit or store card statement (**within the last 3 months**)
4. Financial statement (e.g. mortgage, personal loan, ISA) (**within the last 3 months**)

5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment services, central or local/government departments (**within the last 3 months**))
6. Pension or other benefit books
7. Visa
8. Work permit
9. Driving Licence without photograph

Where you cannot provide Photographic evidence of Identity i.e. passport

If the applicant does not have the required documentation for photographic evidence then they should supply a passport sizes photograph and a letter signed and dated by a responsible person (school guidance teacher, minister of religion, line manager etc) which states **“I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.”**

Photographic Driving Licence – The new style photographic drivers licence which contains address information would satisfy as evidence of either photographic evidence or present address verification. **Please note you cannot use a photographic driving Licence to prove both identity and home address on the same PVG application.**

Supervised Members (England & Wales only)

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 Head office for our records. Any changes to roles should be reported to immediately. Feel free to email membership@woodcraft.org.uk.

If a supervisor has lapsed membership or DBS they will be unable to continue their role as supervisor unless they renew. We'll 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.

We'll 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.

Resources

Being the Membership Secretary is an important role within a district. We've created the following resources to support you in your role:

Groop - Our Membership Database (*coming soon in 2022*)

All District Membership Secretaries will have access to Groop our online management system. Having access to the membership database will support you in your role to do the following:

- Check the membership and DBS status of your volunteer members
- Create reports on membership and DBS/PVG expiry dates,
- Find out DBS information for individuals
- Look up contact details for individuals and update their info

Guidance on how to use these online Groop Membership database will be shortly available at <https://woodcraft.org.uk/resources/groop-guidance/>. We also run regular Groop surgeries offering training to officeholders who regularly use the system. Keep an eye on our online calendar and social media for upcoming dates.

If you aren't sure of your login details, contact membership@woodcraft.org.uk.

Membership Secretaries Newsletter

We endeavor to keep in touch with all Membership Secretaries on a termly basis via an e-newsletter. The newsletter is our way to keep you all up to date with changes to the DBS process, membership and gentle reminders.

Membership Secretaries are encouraged to input to share good practice, tips, feedback etc. If you would like to add an article to the newsletter email membership@woodcraft.org.uk.

Woodcraft Website - www.woodcraft.org.uk/group-guidance/support-advice

The resources section on the website has a wealth of information and forms that can be downloaded. For example membership and renewal forms, guidance on how to complete a DBS, and direct debit mandate forms etc.

We encourage you all to check the website as we're sure it will answer almost all of your queries.

Membership & Groups Team & the Central Staff team

Available Monday – Friday 9am to 5pm.

To contact the Membership & Groups Coordinator and Membership admin email membership@woodcraft.org.uk

All general enquiries email info@woodcraft.org.uk

All other staff: <https://woodcraft.org.uk/about-woodcraft-folk/how-we-work/staff/>