



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Disclosure and Barring Service (DBS) Policy

Version Control Log

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1.1	19/12/2025	Updated to new format	MJ & GTC
2.0	18/03/2025	Complete overhaul	DMG & JNP
2.1	22/04/2026	Answered queries from MJ	DMG & JNP

Document Approval

Version	Date	Person Responsible	Approved by	Signature
2.1	April 2026	Jane Pyzniuk	All trustees	Email

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Review Interval

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1 Introduction

1.1 Purpose

- 1.1.1 Woodlarks is committed to safeguarding and promoting the welfare of everyone who uses the campsite. As part of this commitment, Woodlarks ensures that appropriate Disclosure and Barring Service (DBS) checks are carried out on individuals whose roles require them.
- 1.1.2 A [Disclosure and Barring Service \(DBS\) check](#) is a check of an individual's criminal record, used by employers in England and Wales to assess suitability for roles, especially those involving children or vulnerable adults. It helps determine if someone has convictions, cautions, or (for certain roles) is barred from working with protected groups.
- 1.1.3 This policy sets out which roles require DBS checks, the level of checking required, and how DBS checks are managed.

1.2 Definitions

- 1.2.1 For definitions used in this policy, please refer to the separate document on our [website](#).

1.3 Personnel

- 1.3.1 For allocated personnel for this policy, please refer to the separate document on our [website](#).

1.4 Scope

- 1.4.1 This policy applies to both:
- [Woodlarks Campsite CIO - 1214811](#)
 - [Woodlarks Camp Site Trust - 306148](#)
- 1.4.2 This policy applies to:
- Trustees
 - Members of Management Committees
 - Warden and Secretary
 - Woodlarks Volunteers, including volunteers attending Working Parties and Winter Events
 - Camps, Schools and Winter Events hiring or using the site
- 1.4.3 It covers all activities taking place on the campsite, whether residential or day use.

2 Policy Implementation

2.1 DBS definitions

- 2.1.1 A "DBS check" is the specific, formal process of screening an individual's criminal record through the **Disclosure and Barring Service (DBS)** in England and Wales. "Commissioning a check" refers to the act of an employer or organisation requesting, authorizing, and often paying for this check to be carried out as part of their recruitment or safety processes. "Carrying out a DBS check" refers to the process whereby the employer requests that an individual (paid employee or volunteer) share details of their current DBS certificate and permission to check their records, so that the employer can satisfy themselves that the certification is appropriate and sufficient for the role concerned. A 'Standard DBS check' include spent and unspent convictions, cautions, warnings and reprimands.
- 2.1.2 An 'enhanced DBS check' is the most thorough criminal background check in the UK, revealing spent and unspent convictions, cautions, warnings, reprimands, and any relevant police information, often including barred status for roles involving children or vulnerable adults. For further guidance refer to [About us - Disclosure and Barring Service - GOV.UK](#)

2.2 Evaluating the Information (Acceptability Criteria)

- 2.2.1 A criminal record does not automatically disqualify a volunteer. Woodlarks will assess:
- **Relevance:** Is the offence directly relevant to the specific volunteer role (e.g., a theft conviction for a treasurer)?
 - **Seriousness:** How severe is the offence?
 - **Time Passed:** How old is the conviction? Has there been good conduct since?
 - **Patterns:** Is it a one-off incident or a pattern of behaviour?

2.3 What is NOT Acceptable (Legal Disqualifications)

- 2.3.1 **Barred List Entry:** It is against the law to allow a person on the barred list to work in a regulated activity with the group they are barred from working with (children or vulnerable adults).
- 2.3.2 **Disqualified Trustees:** Individuals with unspent convictions for dishonesty or deception (e.g., fraud, theft) are disqualified from acting as charity trustees, unless a waiver is obtained.

2.4 DBS Checking Levels by Role

- 2.4.1 Woodlarks will carry out DBS checks at the level appropriate to the responsibilities of each role listed below.
- 2.4.2 The following roles will require a Basic DBS check:
- Staff
 - DBS Administrator
- 2.4.3 The following roles will require an Enhanced DBS check:
- Work Experience Coach
 - Trustees
 - Warden
 - Members of Management Committee
- 2.4.4 The following roles will require an Enhanced DBS check including barring lists:
- Safeguarding Officer
 - Camp Leaders for open camps
- 2.4.5 Where an individual holds more than one role, Woodlarks will ensure that they are checked to the highest level required for any of their roles.
- 2.4.6 In cases where an individual's DBS certificate is more than one year old, or their subscription to the update service has lapsed, such that no DBS check is possible at the appropriate level, Woodlarks will commission a check and pay any costs that arise. Use of the DBS update service is encouraged [DBS Update Service - GOV.UK](#).

2.5 Camp Leaders and External Organisations

- 2.5.1 Woodlarks will not DBS check Camp Leaders who are working for national organisations (for example NASCH or Sense) or for schools, where DBS checking is the responsibility of that organisation.

2.6 Additional or Higher-Level DBS Requirements

- 2.6.1 Where an individual also works directly with users of the campsite (for example through camps, work experience programmes, or the Winter Evens (e.g. grotto)) and that work requires a higher or broader level of DBS checking than their Woodlarks role requires, Woodlarks will recommend that the individual seeks the appropriate DBS check through the leader or safeguarding officer of that group.

2.7 Currency and Acceptance of DBS Checks

- 2.7.1 An individual's DBS certification must be current, valid, and appropriate to the role being undertaken at Woodlarks.
- 2.7.2 Woodlarks will not accept DBS certificates which are more than one year old.
- 2.7.3 Woodlarks will use the DBS update service wherever possible to check the status of DBS certificates presented by individuals whose roles require that the organisation must satisfy itself that they present no risk to other site users.

- 2.7.4 Individuals must give explicit permission for Woodlarks to carry out online status checks using the update service.
- 2.7.5 Woodlarks will promote use of the DBS update service for all DBS checks it commissions.
- 2.7.6 Where Woodlarks commissioned the original DBS certificate and the individual has failed to keep their update service subscription up to date, resulting in an avoidable repeat commission, Woodlarks may require the individual to pay the cost of the repeat check.

2.8 Who does what?

- 2.8.1 The Secretary will carry out DBS checks.
- 2.8.2 The DBS Administrator will commission new DBS certificates where the Secretary or Safeguarding Officer has indicated that the individual's DBS status is insufficient.
- 2.8.3 The Safeguarding Officer will help with any queries regarding this policy.

3 Policy Monitoring

3.1 Regular Review

- 3.1.1 This policy will be reviewed every 3 years, or sooner if legislation changes or safeguarding incidents occur.
- 3.1.2 Lessons learned will be incorporated into future revisions.