



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Exclusion Policy

Version Control Log

Version	Date	Summary of Changes / Notes	Author
1.0	March 2023	Previous version Implemented	
1.1		Content imported into new template	
1.2	April 2026	Contents converted into even newer format	MJ

Document Approval

Version	Date	Person Responsible	Approved by	Signature
1.2	April 2026		All trustees	Email

Distribution History

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1.2	28/04/2026	Added to Woodlarks Document Library and Website

Review Interval

Version	Date of Next Review	Interval
1.2	28/04/2029	3 years

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1 Introduction

1.1 Overview

1.1.1 This is the 2026 version of Woodlarks Exclusion Policy. There are no changes since the 2020 version. This policy was written after several incidents during 2013. The intention is that there is a set procedure for the Trust to follow, rather than treating each incident in isolation.

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.

1.5 Purpose

1.5.1 Woodlarks welcomes over a thousand visitors a year. As well as our visitors, we have considerable assets in the form of buildings and equipment. It is important that our visitors enjoy their visit and that our assets are well cared for.

1.5.2 Sadly, some visitors behave in such a way as to impair the enjoyment of the site for others and misuse our facilities.

1.5.3 Normally we expect unacceptable behaviour to be dealt with by camp leaders and working party leaders, but when the behaviour is extreme Woodlarks reserves the

right to exclude perpetrators. This exclusion may be indefinite or may be for a fixed period.

- 1.5.4 Where the gravity of any incident is in doubt, the Secretary, the Warden, a member of the Management Committee or Trustee must be informed.

2 Policy Implementation

2.1 Exclusion Process

- 2.1.1 Exclusion may apply to an individual, several individuals or an entire group.
- 2.1.2 Anyone excluded from the site Woodlarks Campsite will be excluded from all activities on site, not just the activity they were attending when the offending behaviour occurred.
- 2.1.3 In the event of exclusion other camp and working party leaders will be informed in confidence to ensure they are not approached by excluded individuals. Due regard will be taken of Data Protection issues when circulating information. See section on data protection on page 5.
- 2.1.4 Anyone wishing to report unacceptable behaviour should do so in writing through the relevant camp or working party leader, unless the leader is himself/herself the subject of the complaint, in which case the report should be made to Nick, Sarah or any Trustee.
- 2.1.5 The perpetrator(s) must be informed of the report and offered the right of reply.
- 2.1.6 The complaint must then be forwarded to the Trustees. It must contain
- Name(s) of those the individual(s) involved
 - give the date and time
 - outline the incident including events leading up to it
 - provide as much supporting evidence as possible
- 2.1.7 The evidence will be submitted to the review process outlined below.

2.2 Review Process

- 2.2.1 The review process will be conducted by the Trustees, based on the following criteria:
- The nature, severity, timing and circumstances of the offence
 - Our duty to provide a safe environment for all, especially children, vulnerable adults and volunteers
 - Statement(s) made by the perpetrator(s)
 - Possible effects on other events at Woodlarks or on Woodlarks' reputation
 - Statement of victim if applicable

- Statement of any witnesses

- 2.2.2 Their final decision will be reviewed by all Trustees and then communicated to the person making the complaint and the perpetrator(s).
- 2.2.3 The perpetrator(s) have the right to appeal against the exclusion within 28 days, by writing to the Trustees.
- 2.2.4 Anyone excluded has the right after a period of exclusion to apply to the Trustees for permission to return to Woodlarks. Their application will be considered in the light of evidence provided by the camp leader, working party leader or others.
- 2.2.5 Anyone who is excluded must be made aware that information may be passed to other interested parties (for example, Camp Leaders) to enable them to maintain the exclusion. We will only pass on the minimum amount of information and reserve the right to withhold information, for example to protect innocent parties.

2.3 Data Protection Issues

- 2.3.1 There is a possibility that the sharing of information with other parties is a breach of data protection law. The Trust consulted the Information Commissioner's Office who advised that it is acceptable and we may be obligatory to disclose information to third parties in certain cases such as Disclosure and Barring issues and police investigations.

3 Policy Monitoring

3.1 Regular Review

- 3.1.1 This policy will be reviewed every 3 years.
- 3.1.2 Lessons learned will be incorporated into future revisions.