



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Policy Definitions

Version Control Log

Version	Date	Summary of Changes / Notes	Author
1.0	October 2025	Policy definitions collected and collated	
1.1	October 2025	Content imported into new template	
1.2	26/03/2026	Removed subcommittees as we don't have any	DMG

Document Approval

Version	Date	Person Responsible	Approved by	Signature
1.2	19/04/2026	Lynne Cooper	All trustees	Email

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Review Interval

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1.2	21/04/2027	1 year

Table of Contents

1	Introduction	3
	1.1 Overview	3
	1.2 Scope	3
2	Definitions	3

1 Introduction

1.1 Overview

1.1.1 This document defines terms frequently used in Woodlarks policies, procedures and handbooks.

1.1.2 Where these terms are used, they will be capitalised, for example like this 'Management Committees'.

1.2 Scope

1.2.1 This policy applies to both:

- [Woodlarks Campsite CIO - 1214811](#)
- [Woodlarks Camp Site Trust - 306148](#)

2 Definitions

Term	Meaning	Notes
WC CIO	Woodlarks Campsite a Charitable Incorporated Organisation.	Formed in accordance with Charity Commission guidelines.
WCST	Woodlarks Camp Site Trust.	Previous charity formed in 1930.
Camp	A formal or informal group of non-disabled and disabled people that hire the campsite.	A Camp can hire the campsite for periods of up to seven days.
Management Committees	Formal groups of Woodlarks volunteers that undertake tasks under the governance of the charity and authorised by the Trustees.	
President	Support and hold the Board of Trustees. Oversee the appointment and de-selection of trustees.	See Role description
School	A formal educational organisation that hires the campsite.	A School can hire the campsite for periods of up to seven days. Such a School is usually a SEND School, catering for students with Special Educational Needs and Disabilities.
Secretary	A responsible individual appointed by the Trustees to carry out specified responsibilities.	Duties include to the upkeep and administration of the charity and compliance to its policies.

Term	Meaning	Notes
Staff	People who attend camps as helpers and are salaried as opposed to volunteers. For example, a teacher from a special school.	
Trustees	A formal board appointed in accordance with the charity's governance.	All Trustees are formally registered with the Charity Commission.
Warden	A responsible individual appointed by the Trustees to carry out specified responsibilities.	Duties include the maintenance of the site and compliance to its policies.
Winter Events	An informal group of volunteer individuals that hire the campsite for events over the Christmas period.	Organised by the Warden and Secretary.
Volunteers	A person that has volunteered their time to support Woodlarks Campsite.	For Working Parties the individual follows the instructions of the responsible individual that manages the Working Party.
Working Parties	An informal group of individuals that volunteer to undertake maintenance and improvements tasks to the fabric of the campsite.	Arranged in agreement and under the direction and leadership of the Warden.