



# Woodlarks Campsite CIO

## Woodlarks Camp Site Trust

### Policy Personnel

#### Version Control Log

Version	Date	Summary of Changes / Notes	Author
1.0	October 2025	Previous version Implemented	
1.1	October 2025	Content imported into new template	
1.2	January 2026	Added Work Experience Coach	DMG
1.3	26/03/2026	Added DBS Administrator	JNP

#### Document Approval

Version	Date	Person Responsible	Approved by	Signature
1.3	19/04/2026	Lynne Cooper	All trustees	Email

#### Distribution History

Version	Date	Circulated to
1.1	20/03/2024	Added to <b>Woodlarks</b> Document Library and Website
1.3	21/04/2026	Added to <b>Woodlarks</b> Document Library and Website

#### Review Interval

Version	Date of Next Review	Interval
1.3	21/04/2027	1 year

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# 1 Introduction

## 1.1 Overview

1.1.1 This document defines roles frequently used in Woodlarks policies, procedures and handbooks and the people who fulfil them.

## 1.2 Definitions

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

## 1.3 Scope

- 1.3.1 This policy applies to both:
- [Woodlarks Campsite CIO - 1214811](#)
  - [Woodlarks Camp Site Trust - 306148](#)

# 2 Personnel

Role	Allocation	Notes
Ambassador	Sean Rooney	Job description available
Ambassador	Anthony Welham	Job description available
Ambassador	Georgia Head	Job description available
DBS Administrator	Brian Drew	
Engineering Advisor	Malcolm Jarrett	See In Service and Inspection policy
Employment – nominated Trustee	Graham Curtis	See Employment Law summary for Trustees
Fire Advisor		See Fire Safety policy
Health and Safety Advisor		See Health and Safety policy
President	TBA	See role description
Risk Assessment Lead	Lynne Cooper	See Fire Safety policy
Safeguarding Officer	Jane Pyzniuk	See Safeguarding policy, job description available
Secretary	Sarah Lane	All policies apply
Treasurer	Dave Gill	See Financial Management and Reserves policy
Tree Safety	Tim Dicker	See Tree Safety Policy
Warden	Nick Richards	All policies apply
Work Experience Coach	Nick Richards	Job description available