Risk Assessment for Volunteers as noted in KCSiE 2018

Example

This risk assessment should be completed when considering whether a person applying to be a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of person applying to be a volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the person be in ‘Regulated’ activity? Y N

If yes, an enhanced DBS with Barred list check is required

Will the person not be in ‘Regulated’ activity? Y N

If no, you may still obtain an enhanced DBS without Barred List Check is you wish

Considerations to take into account:

|  |  |
| --- | --- |
| Have you verified the volunteer’s identity? |  |
| Does the volunteer hold a current enhanced DBS  (check if barred list or not) |  |
| Is the volunteer signed up to the DBS Update Service?  Has a check been completed? Is it clear? |  |
| How often will the volunteer be in school? |  |
| What are the reasons given by the person for wanting to volunteer at the school? |  |
| Does the person have any connection with the school? |  |
| Which age range/ year group will he/she be working with? |  |
| Is the person currently employed?  Is the job linked to working with children? |  |
| Does the person work elsewhere with children as a volunteer? E.g. Sunday school, other schools? |  |
| What does the school already know about the volunteer? E.g. parent, family member |  |
| Can the volunteer provide at least one reference (preferably two) from someone who is not a family member, is their current or past employer (if no longer working) or from any other voluntary sector they are working with  Do the references state that the referee believes the person is suitable to work with children? |  |
| Is the volunteer aware of any reason they cannot work with children? |  |
| Is the school aware of any reason why the volunteer should not work with children? |  |

Decision made following risk assessment(guidance to support this decision is overleaf)

Application for an enhanced DBS application with Barred List Check **IS** required.

because the person is in Regulated Activity

Enhanced DBS application (without a Barred List Check ) **IS** required

(not in regulated activity)

Reasons for this decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enhanced DBS application (without a Barred List Check) is **NOT** required

(not in regulated activity)

Reasons for this decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Headteacher: (name) | Chair of Governors: (name) |
| Signed:  Date: | Signed:  Date: |

Guidance to support the decision made

|  |  |
| --- | --- |
|  | HIGH RISK |
| The person has no previous connection to the school AND cannot provide references from anyone other than family. They do not currently work and/or do not work in a voluntary capacity elsewhere. *There is no statutory reason for this person to have an enhanced DBS certificate. However, the school should consider whether the lack of corroborated evidence raises an unacceptable risk.* | |
|  | MEDIUM RISK |
| The person can provide suitable references for other work with children (paid or voluntary). References state they have no concerns about the person working with children.  *There is no statutory reason for this person to apply for an enhanced DBS certificate. However, the school may wish to do so as no enhanced DBS has been seen* | |
|  | LOW RISK |
| The person is signed up to the DBS Update Service and checks are clear and/or  the person has a recent enhanced DBS certificate and references state there are no concerns for his/her suitability to work with children and/or the person is well known by the school  *There is no statutory reason for this person to have an enhanced DBS but the school can decide to obtain a new enhanced DBS (unless the person is signed to the update service and so this is no necessary)* | |

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