

# Risk assessment for volunteer DBS check proforma

This risk assessment is based on paragraph 306 of Keeping Children Safe in Education.

Name of volunteer: \_\_\_\_\_

| Area to consider                              | notes   | level of risk |
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| What work will the volunteer be carrying out? | <p>Will they be doing one of the following:</p> <ul style="list-style-type: none"> <li>• Teaching or looking after children regularly?</li> <li>• Providing personal care on a one-off basis in schools or colleges?</li> </ul> |               |

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| <p>Will the volunteer be supervised?</p> | <p>For volunteers to be considered 'supervised', this supervision must be the following:</p> <ul style="list-style-type: none"> <li>• Carried out by a person who is in regulated activity themselves</li> <li>• Regular and day-to-day</li> <li>• Reasonable in all circumstances to ensure the protection of children</li> </ul> <p>'Regular' means it takes place on an ongoing basis.</p> <p>When deciding what's reasonable, consider:</p> <ul style="list-style-type: none"> <li>• The ages of the children, including whether their ages differ widely</li> <li>• The number of children the individual is working with</li> <li>• Whether or not other workers are helping to look after the children</li> <li>• The individual's opportunity for contact with children</li> <li>• How vulnerable the children are</li> <li>• How many workers would be supervised by each supervising worker</li> </ul> <p>Include details about the nature of the supervision, for example:</p> <ul style="list-style-type: none"> <li>• Will they be in the eye-line of a member of staff at all times?</li> <li>• How many other staff and children will the supervisor be responsible for?</li> <li>• Is the supervisor a member of school staff?</li> </ul> |  |
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| Which children will the volunteer be working with?   | <p>Consider:</p> <ul style="list-style-type: none"> <li>• The ages of the children</li> <li>• The number of children that the individual is working with</li> <li>• How vulnerable the children are</li> </ul>  | e.g. A higher level of risk may occur if the individual will be working with vulnerable children |
| What is known about the volunteer?   | What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.   | e.g. A higher level of risk may occur if little is known about the volunteer                     |
| Are there any referees that can advise on suitability if the volunteer has other employment or voluntary work? | <p>It is good practice to seek references for volunteers.</p> <p>If the volunteer is unable to provide employer references, ask for a character reference from a person of standing in the community such as a recognised professional, and not from a friend or relative.</p> <p>If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.</p> | e.g. A higher level of risk may occur if no references can be provided                           |
| Is the role eligible for an enhanced DBS?  | There are certain circumstances where you may need to obtain an enhanced DBS without barred list check for volunteers who are not in 'regulated activity'. This is set out in <u>DBS workforce guidance</u> .   |  |

### Outcome

Summarise the outcome of the risk assessment, explaining what checks are required (if any) and the reasons for your decision.