



Risk assessment for volunteer DBS check proforma

Date: September 2023

Risk assessment for volunteer DBS check proforma

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

Name of volunteer: _____

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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

Area to consider	Notes	Level of risk
<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"> • Carried out by a person who is in regulated activity themselves • Regular and day-to-day • Reasonable in all circumstances to ensure the protection of children <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"> • The ages of the children, including whether their ages differ widely • The number of children the individual is working with • Whether or not other workers are helping to look after the children • The individual's opportunity for contact with children • How vulnerable the children are • How many workers would be supervised by each supervising worker <p>Include details about the nature of the supervision, for example:</p> <ul style="list-style-type: none"> • Will they be in the eye-line of a member of staff at all times? • How many other staff and children will the supervisor be responsible for? • Is the supervisor a member of school staff? 	

Area to consider	Notes	Level of risk
Which children will the volunteer be working with?	Consider: <ul style="list-style-type: none"> • The ages of the children • The number of children that the individual is working with • How vulnerable the children are 	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?	It is good practice to seek references for volunteers. 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. If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.	e.g. A higher level of risk may occur if no references can be provided

Area to consider	Notes	Level of risk
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.		

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date: 7th September 2023

Chair of Governing body



Signed:

Date: 7th September 2023