

Risk Assessment Template for Volunteers working in Schools who are NOT in Regulated Activity (Print Version)

This risk assessment template may be used by schools and colleges when deciding whether to obtain an enhanced DBS certificate for regular Volunteers who are NOT engaged in regulated activity, in line with Keeping Children Safe in Education [para 160] 2018. This would NOT be appropriate for Volunteers who simply assist with day-time school trips.

Name of Volunteer		Start Date	
Person conducting the risk assessment			

Is the Volunteer going to be working in Regulated Activity¹? [tick one box]

A Yes (If “Yes” you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)

B No (If “No” you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)

Factors to Consider	Description	Guide to Risk Score 1=Low risk 2=Moderate Risk 3=High risk	Risk score
Will they have direct contact with children?		1=No Contact 2=Some Contact 3=Regular Contact	
Frequency of working directly with children?		1=Never/rarely 2=Occasionally 3=Frequently	
Age range of the children?		n/a	
Any contact with children particularly vulnerable?		1=No Contact 2=Some Contact 3=Regular Contact	
Assisting with any personal care?	(If “yes” the Volunteer is Regulated Activity , tick box A above)	1=No Personal Care 2=Some Personal Care= Regulated Activity	
What tasks will they be doing?		1=low risk/simple tasks 2=moderate risk/more complex tasks 3=high risk/complex tasks	
Frequency of working in the school?		1= Occasionally 2=2-3 times a term 3=weekly+	
Will they be working with children outside of school hours? when?	(Work between 2am and 6am is Regulated Activity , tick box A above)	1=None 2=Occasionally 3=Frequently 2-6am=Regulated Activity	

¹ Refer to Annex F in Keeping Children Safe in Education 2018 for the Statutory Definition of Regulated Activity

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Will they be working with children off school premises? Where? When?		1=Never/rarely 2=Occasionally 3=Frequently	
Is the school a residential setting?		1=No 3= Yes	
What is the association of the Volunteer with the school?		1=strong links eg ex staff 2=some eg parent/ex pupil 3=none or weak link	
How well does the school know the history of the Volunteer?		1=Well Known 2=Some knowledge 3=Little or none	
What do you believe is their reason for volunteering?		1=positive/sound reasons 2=acceptable /neither good nor bad 3=not known/personal gratification	
Can the volunteer provide a relevant reference from someone they have worked or volunteered for?		1=Yes 3= No	
Can the volunteer provide a reference from someone who knows their work with children?		1=Yes 3= No	
Does the volunteer have a history of paid or voluntary work with children?		1=Currently working 2=Worked within 5 years 3=Over 5 years ago 4=Never worked with children	
Does the Volunteer have a recent DBS certificate from another role?		1=Yes within 12 months 2=Yes over 12 months 3=No	
Is the Volunteer currently signed up to the DBS update service?		1=Yes for a similar role 2=Yes for different role 3=No	
Are there any known or suspected concerns around working children?		1=No concerns 2=Don't Know 3=Some concerns	
Any other factors to be taken into account.			
Total Risk Rating [total up the risk scores for each factor]			
Overall Risk level [tick one box – refer to guide below]	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>

Guide to assessing risk level

(remember this is only a rough guide and individual schools should determine their own risk levels)

>30

Low Risk. A score of less than 30 points suggests the volunteer is well known to the school, has probably got some experience of previous work with children and can provide a reference and is generally working on school premises and within normal school hours with children who are not deemed particularly vulnerable. They may be a previous employee, governor or volunteer and/or well known to staff or colleagues. They may hold a recent DBS certificate which has been seen or a portable DBS

Action: there is no legal requirement to carry out a further DBS check but if the person doesn't hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check

30-40

Moderate Risk. A score between 30-40 points suggests the volunteer has some connection with the school, perhaps as a parent and may have done some similar voluntary work in the past. No particular issues have come to light and there are no concerns over their suitability. The person has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check.

Action: there is no legal requirement to carry out a further DBS check however the school may wish to consider carrying out an enhanced DBS check with NO Barred List check

41+

High Risk. A score of above 40 points suggests that the volunteer has no previous connection with the school and is not known to staff at the school and cannot provide relevant references as to their suitability to work with children. They do not hold a current DBS or portable DBS check or they may be expected to work directly with children who may be particularly vulnerable or off school premises and out of hours.

Action: there is no legal requirement to carry out an enhanced DBS check, however it is recommended that the school consider carrying out an enhanced DBS check with NO Barred List check.

Agreed Action: [tick box]

Enhanced DBS Check **NOT** required? Enhanced DBS Check **IS** needed?

Comment on reason:

Signed Off:

Name of person Signing off risk assessment:

Role:

Signature:

Date: