**Risk Assessment Template for Volunteers working in Schools who are NOT in Regulated Activity (Electronic 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. This would NOT be appropriate for Volunteers who simply assist with day-time school trips.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Volunteer | Click or tap here to enter text. | Start Date | Click or tap to enter a date. |
| Person conducting the risk assessment | Click or tap here to enter text. | | |

Is the Volunteer going to be working in Regulated Activity[[1]](#footnote-1)? [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** | | | **Risk score** | |
| Will they have direct contact with children? | Click or tap here to enter text. | | | Choose an item. | |
| Frequency of working directly with children? | Click or tap here to enter text. | | | Choose an item. | |
| Age range of the children? | Click or tap here to enter text. | | | n/a | |
| Any contact with children particularly vulnerable? | Click or tap here to enter text. | | | Choose an item. | |
| Assisting with any personal care? | *(If “yes” the Volunteer is* ***Regulated Activity****, tick box A above)*  Click or tap here to enter text. | | | Choose an item. | |
| What tasks will they be doing? | Click or tap here to enter text. | | | Choose an item. | |
| Frequency of working in the school? | Click or tap here to enter text. | | | Choose an item. | |
| Will they be working with children outside of school hours? when? | *(Work between 2am and 6am is* ***Regulated Activity****, tick box A above)*  Click or tap here to enter text. | | | Choose an item. | |
| Will they be working with children off school premises? Where? When? | Click or tap here to enter text. | | | Choose an item. | |
| Is the school a residential setting? | Click or tap here to enter text. | | | Choose an item. | |
| What is the association of the Volunteer with the school? | Click or tap here to enter text. | | | Choose an item. | |
| How well does the school know the history of the Volunteer? | Click or tap here to enter text. | | | Choose an item. | |
| What do you believe is their reason for volunteering? | Click or tap here to enter text. | | | Choose an item. | |
| Can the volunteer provide a relevant reference from someone they have worked or volunteered for? | Click or tap here to enter text. | | | Choose an item. | |
| Can the volunteer provide a reference from someone who knows their work with children? | Click or tap here to enter text. | | | Choose an item. | |
| Does the volunteer have a history of paid or voluntary work with children? | Click or tap here to enter text. | | | Choose an item. | |
| Does the Volunteer have a recent DBS certificate from another role? | Click or tap here to enter text. | | | Choose an item. | |
| Is the Volunteer currently signed up to the DBS update service? | Click or tap here to enter text. | | | Choose an item. | |
| Are there any known or suspected concerns around working children? | Click or tap here to enter text. | | | Choose an item. | |
| Any other factors to be taken into account. | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **Total Risk Rating** [total up the risk scores for each factor] | | | | Click or tap here to enter text. | |
| **Overall Risk level** [tick one box – refer to guide below] | | **Low ☐** | **Medium ☐** | | **High ☐** |

**Guide to assessing risk level**

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

**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

**<30**

*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*

**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.

**30-40**

*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*

**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.

**41+**

*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: Click or tap here to enter text.

**Sign Off:**

Name of person Signing off risk assessment: Click or tap here to enter text.

Role: Click or tap here to enter text.

Signature: …………………………………………………………………………………...

Date: Click or tap to enter a date.

1. Refer to Annex F in Keeping Children Safe in Education for the Statutory Definition of Regulated Activity [↑](#footnote-ref-1)