



## Neatishead and Salhouse Federation

### Risk Assessment for Volunteers

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

<b>Formally adopted by the Governing Board/ Trust of:-</b>	Neatishead & Salhouse Federation Primary Schools
<b>On:-</b>	25/09/18
<b>Chair of Governors/Trustees:-</b>	R Barker
<b>Last updated:-</b>	

Name of Person.....

Is the volunteer in 'Regulated' Activity? Yes \*\* No \*\*

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

Is the volunteer not in 'Regulated' Activity? Yes \*\* No \*\*

If 'no', an enhanced DBS without a Barred list check *may* be obtained

### Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	

Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

## Decision

- High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.  
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person’s uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs 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 the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (e.g. may be a former employee) There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

# Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher  
(print name).....

Headteacher  
(Signature).....

Date.....

Chair of Governors  
(print name).....

Chair of Governors  
(Signature).....

Date.....

