**Risk Assessment for Volunteers – Heymann Primary School**

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.

**For completion by volunteer, please only complete this page**

Name of Volunteer

Signature

Date……………………………………………….

**Areas to consider**

|  |  |
| --- | --- |
| Which class/classes do you intend to volunteer? |  |
| How frequently will you be volunteering in school and in what capacity? |  |
| What is your connection to the school? |  |
| What motivates you to want to work in the school? |  |
| Are you in paid employment by the school or do you work in a voluntary capacity elsewhere with children? |  |
| Please provide details of a referee, someone other than a family member, including a senior person at the employment or voluntary service named above?  Email address please |  |
| Are you aware of any reason why you should not volunteer to work with children? |  |
| **Office use only** | |
| What information does the school already know about the person? |  |
| Are the pupils regarded as particularly vulnerable? |  |
| 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 school aware of any reason that the person should not work with children? |  |

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

**Decision**

🞎 **High Risk** – the person has no previous connection with the school AND can not 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 be 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 (eg. 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.

**Decison**

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

🞏 Application for 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