

NON CONTRACTUAL POLICY



Volunteers in Schools Policy

Board Approved Date	May 2025
Version	1.5
Author Initials	RC
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(This policy supersedes all previous Volunteers in Schools policies)

Amendments

Policy Date	New Version Number	Summary of change	Comments
4.3.21	V1.2	Added Volunteer Application Form Clarified need for senior leader to identify proposed volunteer's motivation for volunteering Clarified volunteers driving	
25.5.23	V1.3	Added monitoring	
20.6.23	V1.4	4.2 clarified volunteers driving	
		5.2 included use of mobile phones	
		5.4 volunteers follow same policies as staff re reporting incidents, whistleblowing etc	
		5.5 added reference to data protection guidance	
		6.3 clarified drivers of a minibus statement	
		6.4 removed para mentioning responsibility of the HT as it is the responsibility of the SS Team	
26.2.25	V1.5	Changes to: Clarity and Consistency (Section 1.1) Definition of different types of volunteers (Section 1.3) DBS and Safeguarding Requirements (Section 4): Whistleblowing Policy Reference (Section 5): Insurance Coverage (Section 6.1): Reimbursement of Expenses (Section 7.1): Recruitment Process (Section 3.1-3.3) Addition of appendices 3-6	

Union Consultation

Date	Action (meeting, email etc)	Comments	Attendance

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1. Introduction

- 1.1. Volunteers are private individuals and are a valuable resource in schools, helping to raise pupil achievement and enrich learning experiences by complementing the work of teachers and support staff. Schools benefit greatly from well-planned parental and community engagement, strengthening links that enhance student learning and school life.
- 1.2. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the students and the staff to whom they are assigned.
- 1.3. For the purpose of this policy, ESW categorises volunteers into three groups based on the type of volunteering that they are doing and for how long.
 - 1.3.1. Volunteers in Regulated Activity
Regulated activity is work that a barred person must not do. A volunteer will be in regulated activity if they regularly (once a week or more often, or on 4 or more days in a 30-day period or overnight) work unsupervised (are responsible for the teaching, training, instructing, caring for children; providing advice or guidance to children on physical, emotional or educational wellbeing) with children.
 - 1.3.2. Volunteers not in Regulated Activity but work with children on a regular basis
A volunteer who is always supervised in the work that they do with children will not be in regulated activity (e.g. a library reader supporting children one day a week who is always under direct supervision from the school employed librarian)
 - 1.3.3. Volunteer who supports a one-off school activity.
These volunteers will not be in regulated activity as their role is extremely infrequent and they will always be supervised. An example might be a parent supporting a non-residential school trip on a one-off basis (if this parent is likely to support the school on a more regular basis, then they should be considered to be volunteering under the conditions of 1.3.1 or 1.3.2 above)

2. Deployment of Volunteers

- 2.1. Volunteers should not be asked to carry out duties which:
 - fall normally within a teacher's responsibility to take on some of the functions and responsibilities of a parent under loco parentis;
 - fall normally within the job description of a teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from school;
 - would normally be performed by a contractor engaged by the Trust; it should be noted that the teacher remains responsible for the organisation of the class and methods of work.
- 2.2. Supervision of Volunteers
 - 2.2.1. During a visit to the school each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. It is however essential that the volunteer is clear which member of staff has this responsibility.

3. Recruiting Volunteers

- 3.1. Recruiting and vetting potential volunteers (except those outlined in 1.3.3) will mirror that used for paid employees.
- 3.2. Volunteers (except those involved in a one-off activity as outlined in 1.3.3) should complete the standard Trust application form for the recruitment of volunteers - 'Volunteer Application Form'. The form should be used as a framework for structuring the discussion with the individual about the school's needs, their needs and potential contribution and expectations of the volunteering arrangement. For safeguarding purposes, senior leader discussions with the volunteer should aim to clarify the reason the volunteer wishes to undertake such work.
- 3.3. It is important that two satisfactory references and a clear enhanced Disclosure and Barring Service disclosure are obtained before volunteers begin to carry out activities in the school.
- 3.4. Where Volunteers will be used in on a one-off basis as outlined in 1.3.3, a risk assessment must be carried out using the template in Annex 3 and 6.
- 3.5. All volunteers should be issued with an induction pack.

4. Child Protection and Safeguarding

- 4.1. Child protection and safeguarding procedures should be undertaken with volunteers in the same way as with employees.
- 4.2. All volunteers should receive safeguarding guidance as to how to identify and manage potential safeguarding concerns. This should include who they should notify if they are concerned and the expected timeframes involved.
- 4.3. DBS checks should be carried out in line with the statutory requirements outlined in Keeping Children Safe in Education (updated annually). A Risk Assessment using the template in Annex 3 should be undertaken to determine the type of volunteering being carried out:
 - 4.3.1. Volunteers in Regulated Activity
An Enhanced DBS check (with children's barred list information) will be required on all volunteers in regulated activity. Where the volunteer's role involves them 'teaching' unsupervised, then the volunteer will also be subject to a Prohibition from Teaching Check.
 - 4.3.2. Volunteers not in Regulated Activity
An Enhanced DBS check will be required
 - 4.3.3. Volunteer adults who support one-off activities (not including overnight trips)
A DBS check is not required on these volunteers (however, this does not preclude the school from requesting one). However, the school must carry out a risk assessment using the template in Annex 6 and retain this for the appropriate length of time.

5. School Protocols

- 5.1. In fairness to all concerned, volunteers must be made aware of the rules governing behaviour at the school; the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.
- 5.2. Volunteers should be made aware of our policy on mobile phones and must not use their mobile phones on school premises or when with pupils with the exception of an emergency.
- 5.3. As part of their induction to life at the school, volunteers should also be provided with basic information such as a plan of the campus and details of those facilities available to them e.g., staff room, toilets etc.
- 5.4. Volunteers should follow the same procedures re safeguarding/whistleblowing/reporting of accidents as paid staff. Reference to the policies linked to safeguarding, whistleblowing and health and safety can be found on www.educationsouthwest.org.uk
- 5.5. It is essential that volunteers are made aware of the following procedures:
 - expectations with regard to confidentiality
 - access to information related to students and/or staff
 - expected level of behaviour
 - our commitment to equality focusing on issues relating to discrimination and the use of appropriate language
 - the complaints procedure
 - the conduct procedure
 - the data protection and security Trust guidance
 - Appendix 1 of this policy provides information on expected standards of behaviour and conduct that is expected of all employees & volunteers.

6. Insurance

- 6.1. Whilst volunteering for the school, volunteers are included within the definition of 'Employee' under the Trust insurance via the DfE Risk Protection Arrangement scheme. This means volunteers are insured against theft, personal injury or damage to their own property whilst working for the school.
- 6.2. Volunteers using their own car to transport children, other than their own children to school events, (sport, music etc.) are required to have insurance cover for use of their own vehicle, as well as the required vehicle tax and valid MOT certificate. Under the ESW vehicle insurance, business use is covered whilst volunteering for the school for any driver (excluding drivers under the age of 21). Volunteers will also need to complete a driver declaration form (annually) and this will be recorded on the school's Approved Drivers List alongside details of driving licence number and expiry date. Any evidence provided is not retained in line with the Trust Records Retention Policy.
- 6.3. Volunteers (and employees) driving a school minibus will be covered under the Trust's vehicle insurance arrangements (excluding drivers under the age of 21). If driving a Trust minibus volunteers must have the appropriate driving licence for the type of vehicle i.e. D1 on their licence for vehicles that are not minibus 'Lites'. All drivers must undertake a familiarisation course and obtain a Certificate of Competence through the Trust's nominated training provider and this is refreshed once every 4 years. The date of completion of the course will be stored on the school's Approved Driver List. As per section 6.2 a Driver Declaration form must also be completed (annually) and details of driver licence number and expiry date recorded on the school's Approved Driver List. These conditions apply whether the driver is an employee or a volunteer

and whether they are driving a school owned minibus or a minibus that has been hired through a third party.

7. Out of Pocket Expenses

7.1. Out-of-pocket expenses, authorised by the relevant budget holder in advance, may be reimbursed.

A Non-Staff Expenses reimbursement form must be completed, signed by the appropriate budget holder and submitted electronically with all receipts attached to finance@educationsouthwest.org.uk where it will be processed and paid by bank transfer.

Examples of typical, allowable expenses are:

- Mileage – include postcodes of start point and destination, and reason for travel
- Parking charges – typically when driving/using a school minibus
- Small amounts of consumables required for pupils during an activity eg. bottled water

8. Review of Policy

8.1. This policy is reviewed annually and amended every three years or upon change of relevant legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively. Monitoring takes place through safeguarding audits and H&S weekly checks on our visits risk assessment procedure.

Volunteer Application Form

Please note - This is not an application for employment



1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Contact telephone number:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

1. YOUR ROLE AS A VOLUNTEER

Please use this space to talk about how you would like to help at the school (eg. hearing children read) and your motivation for wishing to do so. What might you like to achieve for yourself personally through volunteering? For example learning new skills or developing and improving existing skills you may have.

Please use this space to talk about any volunteering you have done before and any relevant skills you have.

3. AVAILABILITY

Please provide details below of your availability

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Other: please specify	

4. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act: This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. **If there are none please write 'none':**

5. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So that we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel No.	Tel No.
Email:	Email:
Occupation/ Relationship:	Occupation/ Relationship:
How long have they known you?	How long have they known you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Trust under the Data Protection Act*.

Signed:

Date:

Appendix 1

Examples of Acceptable Behaviour

People behave acceptably when they:

- Afford dignity, trust and respect for everyone and themselves
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands
- Communicate honestly and openly, clearly stating what they need and expect of others
- Provide and are receptive to honest feedback based on evidence; and challenge discriminatory language and behaviour in an appropriate way

Examples of Unacceptable Behaviour:

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting
- Telephoning people at home unnecessarily (for example, demanding work when the person is absent due to sickness or ill health)
- Focusing only on weaknesses
- Bringing up details of someone's private life inappropriately
- Leaving impossibly long lists of tasks and making unreasonable demands
- Criticising people or maliciously gossiping about them in their absence
- Ridiculing or demeaning someone – picking on them or setting them up to fail
- Comments or jokes, about distinctive peoples and nationalities
- Making comments about aspects of physical appearance or using forms of address that are demeaning
- Threatening or implying, without reason, that, as a colleague, you will cause the person to lose his/her job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage
- Coercing someone to join the harassment/bullying of another person
- Excluding or marginalising someone or refusing to engage with them appropriately

This list is not exhaustive. It is simply a guide to help individuals consider their own and others behaviour and gain understanding of what behaviours are unacceptable in the workplace.

Standards Expected of Employees / Volunteers

The standards expected of all employees / volunteers include but are not limited to:

- maintaining standards of behaviour in keeping with the interests and standing of the academy. This includes behaviour outside of working hours and in any form that is visible to the public, including social networking or any other electronic medium
- devoting full attention while at work to the duties of their position and in-doing so acting with responsibility, good judgement and in good faith carrying out any reasonable instructions given by those with authority to do so
- not divulging to any unauthorised person or making personal use of confidential information connected with the academy, either intentionally or through negligent behaviour

- observing the rules, regulations and instructions adopted by the academy
- following appropriate safeguarding procedures
- participating fully in any investigation into alleged incidents and/or allegations including attending meetings as directed
- using electronic communications appropriately
- ensuring that information brought to light as a result of any investigation is treated with discretion
- carrying out their role consistently with any standards set by their appropriate professional body
- taking steps to address any unacceptable behaviour
- treating colleagues and third parties with dignity and respect

In addition to the above, the expectations of those employed in management roles are to:

- ensure the standards expected from all employees/volunteers are role-modelled, monitored and managed effectively
- effectively manage all applicable statutory and non-statutory obligations
- appropriately manage all alleged incidents and/or allegations ***This list is not exhaustive.***

Appendix 2

Relationships with pupils outside of work declaration

It is recognised that there may be circumstances whereby 'volunteers' are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Volunteers' must declare any relationship outside of the academy that they may have with pupils.

Volunteers Name	Pupil Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of work with pupils. I have read and fully understood this policy and confirm that my conduct will be in line with this policy.

If I am tutoring a pupil outside of the academy, I am aware that the following must be adhered to: -

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasize to parents that this is done completely independently of the academy
- No monies come through the academy at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on academy premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the academy is aware of any relationships.

Signed

Date

Appendix 3

ESW Volunteers Check and Risk Assessment

Please complete this form for every volunteer who takes on a role within an ESW school. Once the type of volunteering role has been identified, apply the appropriate risk assessment for that role. You may wish to edit the generic risk assessment to include additional areas of risk for that specific role. Keep a copy of this form and the specific risk assessment in the volunteers personnel file in line with the Retention of Records policy.

Name of Volunteer:		School:		Date of Assessment:	
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ESW identifies volunteers under one of three categories as defined in the ESW Volunteers Policy. To determine which categories a volunteer should belong to, complete the following checklist:

Is the volunteer....	No (move to next question) ✓	Yes ✓	Type of Volunteer (if answer to question is Yes)
Supporting on an overnight trip or visit?			Volunteer in Regulated Activity
Going to be working with children in an unsupervised role for once a week (or more often) or on 4 (or more) days in a 30-day period?			Volunteer in Regulated Activity
Going to be driving children in a school or personal vehicle unsupervised?			Volunteer in Regulated Activity*
Going to be working regularly with children but always under the direct (in line of sight) supervision of an employee of the Trust who has undergone an Enhanced DBS check?			Volunteer not in Regulated Activity
Going to be working/supporting children on a one-off basis and always under the direct (in line of sight) supervision of an employee of the Trust who has undergone an Enhanced DBS check			Volunteer who supports a one-off school activity

*It is not a legal requirement to carry out an Enhanced DBS with children's barred list check on a volunteer (unless their activity meets the broader definition of regulated activity) under these circumstances. However, for the safety of children in ESW schools and the volunteer themselves, ESW require that these circumstances lead to an Enhanced DBS with children's barred list check to be carried out on the volunteer.

Once identification of the most appropriate volunteering role has been made, attach the applicable risk assessment (editing where appropriate) to this document and place on the volunteer's personnel record.

Volunteer Identification Carried Out by:		Date:	
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Appendix 4

Volunteer in Regulated Activity Risk Assessment

Assessment Conducted By:		Date:	
Assessor Job Title:			

Risk/Issue	Risk Rating Prior to Control Measures (High/ Medium/ Low)	Control Measures	Specific Actions for this volunteer (if applicable)	Risk Rating After Control Measures (High/ Medium/ Low)
Regular unsupervised contact with children	High	<ul style="list-style-type: none"> • All volunteers in regulated activity are subject to an Enhanced DBS with Children's Barred List check. • References taken in line with the ESW Recruitment policy • Any area of potential concern addressed with volunteer prior to starting their role • Volunteer has a 'supervisor' (employed by ESW and who has undergone an Enhanced DBS with Children's Barred List check) who monitors and supports them in their role. The supervisor is available to the volunteer when they are working with children • Code of Conduct and Whistleblowing policies are provided to volunteer prior to taken up their role • All volunteers are required to read part A of the most recent Keeping Children Safe in Education updated annually and the ESW Safeguarding and Child Protection Policy • All staff and volunteers operate under the ESW Managing Allegations Against Staff policy and there are audited procedures that are part of that policy • Where the volunteer is supporting an overnight residential, they will be provided with clear guidance and information appropriate to their role by the trip leader. 		Low

Lack of knowledge of correct safeguarding protocols	High	<ul style="list-style-type: none"> • All volunteers are required to read part A of the most recent Keeping Children Safe in Education updated annually and the ESW Safeguarding and Child Protection Policy • Volunteers in Regulated Activity receive annual safeguarding training from the school's DSL (or designated staff) • Volunteers are made aware of how to raise a safeguarding concern and the importance of time when protecting children from harm 		Low
Lack of safer recruitment knowledge of recruiting person	High	<ul style="list-style-type: none"> • At least one person involved with the recruitment of volunteers has valid and in date (within the past three years) Safer Recruitment training 		Low
Allegations of abuse	High	<ul style="list-style-type: none"> • All staff and volunteers operate under the ESW Managing Allegations Against Staff policy and there are audited procedures that are part of that policy • Allegations that meet the threshold of harm will be referred to the LADO and the school will operate in line with their recommendations (alongside any identified by the Police) • The school informs the DBS as necessary • All staff are provided with annual guidance on recognising the signs of abuse by members of staff and are regularly reminded how to refer any concerns. • The volunteer will be supervised by an employee of the school who is, like all staff, alert to the signs of harm. • The school culture is one of 'it could happen here'. This has been validated by OFSTED who have assessed the safeguarding procedures at the school as effective 		Low
Lack of or poor induction	Medium	<ul style="list-style-type: none"> • Induction/Annual Safeguarding training provided to volunteers in regulated activity alongside relevant safeguarding policies and procedures. • Appropriate training relevant to the role is provided to the volunteer 		Low

Volunteers provides personal care	High	<ul style="list-style-type: none"> Volunteers are not permitted to provide personal care to children without an Enhanced DSB and Children's Barred List check. Personal care does not include activities such as helping a child to lace up football boots. Where the role involves intimate care, a separate risk assessment will be undertaken and training provided to the volunteer 		Low
Students are violent or aggressive towards the volunteer	Medium	<ul style="list-style-type: none"> School has behaviour management policies and the volunteer has been provided with guidance regarding the management of behaviour and the policy on positive handling on induction Volunteer has a supervisor who will support them with the behaviour of children 		Low
There is a fire or need to evacuate the building	Medium	<ul style="list-style-type: none"> School fire and evacuation procedures updated and reviewed annually Procedures outlined on induction Volunteers must sign in and out of school for each visit Volunteers will be clear on and follow the evacuation procedures for their location in the school Supervisor will ensure that the volunteer has made it to their evacuation point and take action where a concern is raised. 		Low
The volunteer trips or falls	Low	<ul style="list-style-type: none"> School maintains a clear and uncluttered environment Effective systems exist within the school to address hazards that exist within the school and there are clear procedures to address new hazards as they arise. 		Low

Additional/Specific Risk/Issues Relevant to the Role/Volunteer	Risk Rating Prior to Control Measures (High/ Medium/ Low)	Control Measures	Specific Actions for this volunteer (if applicable)	Risk Rating After Control Measures (High/ Medium/ Low)

Signature of Assessor:	
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Appendix 5

Volunteer Not in Regulated Activity Risk Assessment

Assessment Conducted By:		Date:	
Assessor Job Title:			

Risk/Issue	Risk Rating Prior to Control Measures (High/ Medium/ Low)	Control Measures	Specific Actions for this volunteer (if applicable)	Risk Rating After Control Measures (High/ Medium/ Low)
Unsupervised contact with children	Medium	<ul style="list-style-type: none"> All volunteers not in regulated activity are subject to an Enhanced DBS check. References taken in line with the ESW Recruitment policy Any area of potential concern addressed with volunteer prior to starting their role Volunteer has a 'supervisor' (employed by ESW and who has undergone an Enhanced DBS with Children's Barred List check) who ensures that they always have direct line of sight of the volunteer when they are working with or have potential for unsupervised contact with children. The supervisor is always available to the volunteer when they are working with children Code of Conduct and Whistleblowing policies are provided to volunteer prior to taken up their role All volunteers are required to read part A of the most recent Keeping Children Safe in Education updated annually All staff and volunteers operate under the ESW Managing Allegations Against Staff policy and there are audited procedures that are part of that policy 		Low
Lack of knowledge of correct safeguarding protocols	High	<ul style="list-style-type: none"> All volunteers are required to read part A of the most recent Keeping Children Safe in Education updated annually 		Low

		<ul style="list-style-type: none"> Volunteers not in Regulated Activity receive annual safeguarding updates from the school's DSL (or designated staff) Volunteers are made aware of how to raise a safeguarding concern and the importance of time when protecting children from harm 		
Lack of safer recruitment knowledge of recruiting person	High	<ul style="list-style-type: none"> At least one person involved with the recruitment of volunteers has valid and in date (within the past three years) Safer Recruitment training 		Low
Allegations of abuse	High	<ul style="list-style-type: none"> All staff and volunteers operate under the ESW Managing Allegations Against Staff policy and there are audited procedures that are part of that policy Allegations that meet the threshold of harm will be referred to the LADO and the school will operate in line with their recommendations (alongside any identified by the Police) The school informs the DBS as necessary All staff are provided with annual guidance on recognising the signs of abuse by members of staff and are regularly reminded how to refer any concerns. The volunteer will be supervised by an employee of the school who is, like all staff, alert to the signs of harm. The school culture is one of 'it could happen here'. This has been validated by OFSTED who have assessed the safeguarding procedures at the school as effective 		Low
Lack of or poor induction	Medium	<ul style="list-style-type: none"> Induction/Annual Safeguarding information provided to volunteers not in regulated activity. Appropriate training relevant to the role is provided to the volunteer 		Low
Volunteers provides personal care	High	<ul style="list-style-type: none"> Volunteers not in regulated activity are not permitted to provide intimate care. 		Low
Students are violent or aggressive towards the volunteer	Medium	<ul style="list-style-type: none"> School has behaviour management policies and the volunteer has been provided with guidance regarding the management of behaviour and the policy on positive handling on induction 		Low

		<ul style="list-style-type: none"> • Volunteer has a supervisor who will support them with the behaviour of children 		
There is a fire or need to evacuate the building	Medium	<ul style="list-style-type: none"> • School fire and evacuation procedures updated and reviewed annually • Procedures outlined on induction • Volunteers must sign in and out of school for each visit • Volunteers will be clear on and follow the evacuation procedures for their location in the school • Supervisor will ensure that the volunteer has made it to their evacuation point and take action where a concern is raised. 		Low
The volunteer trips or falls	Low	<ul style="list-style-type: none"> • School maintains a clear and uncluttered environment • Effective systems exist within the school to address hazards that exist within the school and there are clear procedures to address new hazards as they arise. 		Low

Additional/Specific Risk/Issues Relevant to the Role/Volunteer	Risk Rating Prior to Control Measures (High/ Medium/ Low)	Control Measures	Specific Actions for this volunteer (if applicable)	Risk Rating After Control Measures (High/ Medium/ Low)

Signature of Assessor:	
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Appendix 6

Volunteer who supports a one-off school activity Risk Assessment

Assessment Conducted By:		Date:	
Assessor Job Title:			

Additional questions to assist assessment of risk:

Question	Response	Comments
Is the volunteer known to the school already e.g. a parent?	Yes	Where this is the case, consider if there are any concerns regarding their behaviour or safeguarding that needs to be addressed as part of the risk assessment
	No	Where this is the case, consider the implications in terms of the risk assessment for this individual – does this present specific risks/concerns?
Is the volunteer currently employed by an organisation (including not for profit) where a DBS is required?	Yes	Request a copy of the DBS for school records. Consider contacting the organisation to obtain a verbal/written reference that is then recorded (although neither of the actions are a requirement for the individual to be able to volunteer)
	No	

Risk/Issue	Risk Rating Prior to Control Measures (High/ Medium/ Low)	Control Measures	Specific Actions for this volunteer (if applicable)	Risk Rating After Control Measures (High/ Medium/ Low)
Unsupervised contact with children	Medium	<ul style="list-style-type: none">Volunteers supporting one-off activities will not be permitted to have unsupervised contact with children. All ESW staff involved in the activity are aware and vigilant to this.Any area of potential concern addressed with volunteer prior to starting their roleVolunteer has a ‘supervisor’ (employed by ESW and who has undergone an Enhanced DBS with Children’s Barred List check) who ensures that they always have direct line of sight of the volunteer when they are working with or have potential for unsupervised contact with children. The supervisor is always available to the volunteer when they are working with children		Low

		<ul style="list-style-type: none"> All staff and volunteers operate under the ESW Managing Allegations Against Staff policy and there are audited procedures that are part of that policy 		
Lack of knowledge of correct safeguarding protocols	High	<ul style="list-style-type: none"> Volunteers are made aware of how to raise a safeguarding concern and the importance of time when protecting children from harm Volunteers are provided with a safeguarding information sheet as part of their role 		Low
Allegations of abuse	High	<ul style="list-style-type: none"> All staff and volunteers operate under the ESW Managing Allegations Against Staff policy and there are audited procedures that are part of that policy Allegations that meet the threshold of harm will be referred to the LADO and the school will operate in line with their recommendations (alongside any identified by the Police) The school informs the DBS as necessary All staff are provided with annual guidance on recognising the signs of abuse by members of staff and are regularly reminded how to refer any concerns. The volunteer will be supervised by an employee of the school who is, like all staff, alert to the signs of harm. The school culture is one of 'it could happen here'. This has been validated by OFSTED who have assessed the safeguarding procedures at the school as effective 		Low
Volunteers provides personal care	High	<ul style="list-style-type: none"> Volunteers not in regulated activity are not permitted to provide intimate care. 		Low
Students are violent or aggressive towards the volunteer	Medium	<ul style="list-style-type: none"> School has behaviour management policies and the volunteer has been provided with guidance regarding the management of behaviour and the policy on positive handling on induction Volunteer has a supervisor who will support them with the behaviour of children 		Low
There is a fire or need to evacuate the building	Medium	<ul style="list-style-type: none"> School fire and evacuation procedures updated and reviewed annually Procedures outlined on induction 		Low

		<ul style="list-style-type: none">• Volunteers must sign in and out of school for each visit• Volunteers will be clear on and follow the evacuation procedures for their location in the school• Supervisor will ensure that the volunteer has made it to their evacuation point and take action where a concern is raised.		
The volunteer trips or falls	Low	<ul style="list-style-type: none">• School maintains a clear and uncluttered environment• Effective systems exist within the school to address hazards that exist within the school and there are clear procedures to address new hazards as they arise.		Low

Additional/Specific Risk/Issues Relevant to the Role/Volunteer	Risk Rating Prior to Control Measures (High/ Medium/ Low)	Control Measures	Specific Actions for this volunteer (if applicable)	Risk Rating After Control Measures (High/ Medium/ Low)

Signature of Assessor:	
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