

Risk Assessment Template for Volunteers working in Schools

This risk assessment template may be used by schools and colleges when deciding on the nature of pre-employment checks, in line with Keeping Children Safe in Education.

Name of Volunteer		Start Date	
Person conducting the risk assessment		Role	

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

A Yes (you **must** obtain an Enhanced DBS certificate with Barred List check)

B No (you may choose to obtain a DBS certificate **without** a children's barred list check OR consider no further action is required, 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
1	Will they have direct contact with children?		1=No Contact 2=Supervised Contact 3=Unsupervised Contact	
2	Frequency of working directly with children?		1=Never/rarely 2=Occasional [1-2/Term] 3=Frequently [3+ /Term]	
3	Will they be normally supervised?		1=Yes 3=No	
4	Age range of the children?		1=> 8 years 2=< 8 years 3=<Nursery age	
5	Any contact with children deemed vulnerable?		1=No Contact 2=Some Contact 3=Regular Contact	
6	Assisting with any personal care?		1=No Personal Care 3=Yes Personal Care	
7	What tasks will they be doing?		1=low risk/simple tasks 2=moderate risk/more complex tasks 3=high risk/complex tasks	
8	Frequency of working in the school?		1= Occasionally 2=2-3 times a term 3=weekly+	
9	Will they be working with children outside of school hours? when?		1=Never 2=Occasionally 3=Frequently [3+ /Term] 4=2am to 6am	
10	Will they be working with children off school premises? Where? When?		1=Never/rarely 2=Occasionally 3=Frequently [3+ /Term]	

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

11	Is the school a residential setting?		1=No 3= Yes	
12	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	
13	How well does the school know the history of the Volunteer?		1=Well Known 2=Some knowledge 3=Little or none	
14	What do you believe is their reason for volunteering?		1=positive/sound reasons 2=acceptable /neither good nor bad 3=not known/personal gratification	
15	Can they provide a reference from someone they have worked/ volunteered for?		1=Yes [within last 3 years] 2=Yes [over 3 years ago] 3=No	
16	Can a referee comment on their work in childcare?		1=Yes 3= No	
17	Does the volunteer have a history of working with children?		1=Currently working 2=Worked within 5 years 3=Over 5 years ago 4=Never worked with children	
18	Does the Volunteer have a recent DBS certificate from another role?		1=Yes within 12 months 2=Yes over 12 months 3=No	
19	Is the Volunteer currently signed up to the DBS update service?		1=Yes for a similar role 2=Yes for different role 3=No	
20	Are there any known or suspected concerns in working with children?		1=No concerns 2=Don't know 3=Some concerns	
21	Have they completed an application?		1=Yes [application form] 2=Yes [CV] 3=No	
22	Have they been interviewed for the role via a selection process?		1=Yes [formal process] 2=Yes [informal process] 3= No	
23	Other Risk factors considered.		1=Low risk 2=Moderate Risk 3=High risk	
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

NOTE: this is only a rough guide and individual schools should determine their own risk levels

<32

Low Risk. A score of less than 32 points suggests the volunteer is well known to the school, has probably got some experience of previous work with children that can supported by a relevant reference; they will be working on school premises during normal school hours with children who are not deemed particularly vulnerable. They may be a previous or current employee, Governor or volunteer and hold a recent DBS certificate which has been seen by the school.

Recommended minimum action: 2,3,4

32-42

Moderate Risk. A score between 32-42 points suggests the volunteer has some connection with the school, perhaps as a parent or volunteer in the past. No issues have come to light and there are no concerns over their suitability; they have probably been interviewed for the role and may have provided a reference. They may work regularly with children where occasionally some of these children are very young [early years] or deemed vulnerable. They may not hold a recent enhanced DBS check.

Recommended minimum action: 2,3,4,8

43+

High Risk. A score of 43+ points suggests that the volunteer has little or no previous connection with the school and is not known to staff at the school; they probably cannot provide relevant references as to their suitability to work with children. They may not have been interviewed for the role and do not hold a current Enhanced DBS check. They may be expected to work directly with either very young [early years] children who may be particularly vulnerable or work off school premises or out of hours.

Recommended minimum action: 2,3,4,5,8,9

A	Agreed Further Actions:	Tick
1	Enhanced DBS with children's Barred List [only if Regulated Activity - Box A above]	
2	Enhanced DBS with no children's Barred List [not Regulated Activity - Box B above]	
3	Identity check [including Birth Certificate]	
4	Right to Work in UK check	
5	References	
6	Self-disclosure under the Childcare Act [see question 4 above]	
7	Overseas Check	
8	On-line Search	
9	Selection via a structured interview process [in line with Safer Recruitment]	
10	Other [please specify]	

OR:

B	No Further Action Required:	
----------	-----------------------------	--

Name/Role of person Signing off risk assessment:

Signature: Date:.....

Comments:.....