**Volunteer safeguarding risk assessment**

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| Assessment conducted by: | Job title: | Covered by this assessment: |
| Date of assessment: | Review interval: | Date of next review: |

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| **Related documents / policies** |
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| Risk/Issue | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | Recommended further actions to be taken to reduce risks | By whom | Deadline | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Regular unsupervised contact with children |  | * All volunteers, including volunteer governors, in regulated activity are subject to an enhanced DBS check. |  |  |  |  | L |
| Being the lone adult in a vehicle transporting children |  | * Under no circumstances will a volunteer without an enhanced DBS check be allowed to transport children unsupervised. |  |  |  |  |  |
| Lack of knowledge of correct safeguarding protocol |  | * As per DfE guidance ‘Keeping children safe in education’, all volunteers are provided a copy of the school’s Child Protection and Safeguarding Policy and procedures for dealing with allegations of abuse. * Volunteers receive the minimum training requirements for any staff member, including the following: * How to identify children who may benefit from early help * How to refer safeguarding concerns * How to make referrals to children’s social care * How to make statutory assessments under the Children Act 1989 * How to respond if a child discloses that they are being abused or neglected * Procedures for online safety |  |  |  |  |  |
| Oversight regarding risks presented |  | * In keeping with the School Staffing (England) Regulations 2009, at least one member of the school’s appointment panel has undertaken safer recruitment training – this training does not need to be approved by the Secretary of State. |  |  |  |  |  |
| Allegations of abuse |  | * In line with DfE policy, the governing board has procedures in place to handle allegations against volunteers. * Allegations are referred to the Local Authority Designated Officer (LADO). * The school informs the DBS as necessary. |  |  |  |  |  |
| Poor selection process  Poor selection process |  | * A suitable and sufficient selection process has been put in place to ensure volunteers are suited to the tasks they perform. * In-school training is provided to volunteers who require it. * A risk assessment may be undertaken and professional judgement used to decide whether a DBS check is required for a volunteer not in regulated activity. The school considers: * The nature of the work. * What the school knows about the volunteer. * Whether the volunteer has other employment or voluntary activities where referees can advise on suitability. * Whether the role is eligible for an enhanced DBS check. * Details of the risk assessment are recorded. |  |  |  |  |  |
| Lack of induction |  | * All volunteers are briefed prior to school activities regarding their role and safeguarding elements. * Volunteers are presented with all relevant, and up-to-date, policies and documents to ensure they fully understand their duties. * All volunteers undergo safeguarding and child protection training as part of their induction. * All volunteers receive refresher training XXX. * All volunteers receive safeguarding and child protection updates regularly, but at least annually. * A risk assessment is produced and explained to volunteers. |  |  |  |  |  |
| Volunteer provides personal care |  | * Volunteers are not permitted to provide personal care to children without an enhanced DBS and Barring List check. Personal care does not include activities such as helping a child to lace up football boots. |  |  |  |  |  |