**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 actionH/M/L | Recommended controls | In place?Yes/No | Recommended further actions to be taken to reduce risks | By whom | Deadline | Risk rating following actionH/M/L |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Regular unsupervised contact with children |  | * All volunteers, including volunteer governors, in regulated activity are subject to an enhanced DBS check.
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| 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.
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| 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
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| 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.
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| 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.
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| Poor selection processPoor 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.
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| 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.
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| 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.
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