



Safer Recruitment Policy

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To ensure version control, please do not print this document – as tomorrow it could be out of date.

1. Introduction

The purpose of this policy is to outline the pre-employment screening and verification processes undertaken when recruiting and appointing new staff. These arrangements support our commitment to safeguarding and promoting the welfare of students, particularly those under the age of 18 and vulnerable adults, by helping to ensure a safe learning environment.

This policy is compliant with the statutory pre-employment checks required for staff working in schools, further education colleges, and other relevant educational settings, as set out in *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges* ("KCSIE").

KCSIE is reviewed and updated annually. This policy is aligned with the current version of the guidance, effective from September 2026. Where material changes are made to the guidance, this policy will be reviewed and amended as necessary to ensure continued compliance.

This policy should be read in conjunction with our **Recruitment and Selection** and **Recruitment of Ex-Offenders** policies

2. Definitions

In reading this policy, please note the following definitions:

A Child

Anyone under the age of 18

A Vulnerable Adult

NHS England ('Safeguarding' updated 26th March 2025) defines vulnerable adults as being in need of special care, support, or protection because of age, disability, risk of abuse or neglect.

Regulated Activity

Someone will be engaging in regulated activity if as a result of their work or volunteering:

- will be responsible, on a frequent basis, for teaching, training, instructing, caring for or supervising children, providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children, or
- they engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

The list of York College roles which we consider to be 'regulated posts' i.e. where the postholder will be engaged in Regulated Activity, are shown in Appendix A.

Relevant Activity

This is a subsection of 'regulated activity'. Someone is working in 'relevant activity' if they are:

‘regularly caring for, training, supervising or being solely in charge of persons aged under 18’

The concept of ‘relevant activity’ is significant only to the extent that the guidance provides that staff in relevant activity should be identified as such in the Single Central Record (see 6 below). We consider that only teachers (this includes Curriculum and Standards Managers and Team Leaders with teaching commitments) are working in ‘relevant activity’; hence staff in those roles are identified as working in ‘relevant activity’ on the Single Central Record (see 6 below).

3. Pre-Employment Checks

The guidance sets out the legal requirements when appointing individuals to work in ‘regulated activity’.

It provides that any offer of appointment made to a successful candidate must be conditional on satisfactory completion of the following pre-employment checks:

- Verification of candidate’s identity (checking change of names).
- An enhanced DBS certificate, including child barred list (and adult barred list if individual will be in regulated activity with vulnerable adults)
- A separate barred list check if an individual will start work in regulated activity before the enhanced DBS certificate is available;
- Verification of the candidate’s mental and physical fitness to carry out their work responsibilities
- Verification of the person’s right to work in the UK.
- If the person has lived or worked outside the UK, make any further checks the college considers appropriate
- Verification of professional qualifications, as appropriate.
- Reasonable steps to establish whether the individual is subject to a prohibition order issued by the Secretary of State

Applicant Moving from a Previous Post

We are not required to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK, if, during a period which ended not more than three months before the person’s appointment, the applicant has worked in:

- a school in England in a position which brought him or her regularly into contact with persons aged under 18, or

- another institution within the further education sector in England, or in a 16 to 19 academy, in a position which involved the provision of education and caring for, training, supervising or being solely in charge of persons aged under 18.

We do however retain the right to request an enhanced DBS check notwithstanding the above, if we consider it appropriate to do so.

In cases where for the above reasons a fresh DBS check or overseas check is not required, all other pre-appointment checks listed above will still be completed, including where the individual is engaging in regulated activity, a barred list check.

References

The arrangements relating to the obtaining and consideration of references are set out in our **Recruitment and Selection Policy** (s10). The provisions contained within that policy are aligned with, and support compliance with, the requirements of the statutory guidance.

Online Search of Shortlisted Candidates

All shortlisted candidates, whether applying for regulated or non-regulated roles, will be subject to an online search as part of the recruitment process. The purpose of this search is to identify any publicly available information that may raise concerns about an individual's suitability to work in an environment with children and vulnerable adults.

Where an online search identifies information that may indicate a potential safeguarding risk or otherwise calls into question the candidate's suitability for the role, the findings will be reviewed by the Director of Human Resources or the HR Manager in their absence. The candidate may be invited to a meeting either face to face or online, to discuss the matter before a decision is made. The information supplied by the candidate will be carefully considered and an informed assessment made as to whether they are safe for progression within the recruitment process.

Candidates who have lived or worked abroad

Where an individual has lived or worked outside the UK, and hence outside the jurisdiction of a UK DBS check, the College is required to 'make any further checks the college considers appropriate'.

The College policy is that any period spent abroad of three months or more within the previous five years, will be subject to a check. Typically, this will be a criminal record check or a 'certificate of good conduct' from the relevant foreign authorities. Where neither of these is forthcoming (criminal records checks are difficult to obtain in certain countries) the College will consider using a reference from a relevant overseas employer confirming that the individual was of good conduct during their time with them.

We will risk assess where overseas checks are unavailable or incomplete, documenting the rationale and any mitigations.

4. 'Appropriate Supervision'

The guidance provides that new staff appointed to work in regulated activity cannot start work in such activity until all of the statutory pre-employment checks have been received and determined to be 'satisfactory'.

However, in the event that all of the other statutory pre-engagement checks have been completed, but it has not been possible to obtain a satisfactory Enhanced Disclosure check prior to the individual's employment start date, the Principal and Chief Executive (or the designated Deputy in their absence) has discretion to allow them to begin work pending receipt of the enhanced disclosure check. However, this is subject to them being 'appropriately supervised'.

In these circumstances, the individual's line manager is required to complete the form *Risk Assessment – 'Appropriate Supervision' of new member of staff, volunteer or contractor* (Appendix B below). The completed form will outline the supervisory arrangements that are proposed in respect of that individual. At that point HR (in the form of the Director of HR or HR Manager in the Director's absence) will take a view on the adequacy of the supervision proposed. They may refer the form back to the manager if it is considered that the supervision proposed is in any way insufficient.

On receipt of the completed form approved by HR, the Principal (or their designated deputy) will consider whether the proposed supervisory arrangements are satisfactory. If so the individual can commence their employment with us, subject to implementation of the supervisory arrangements in the form. If the proposed supervisory arrangements are not considered to be satisfactory, the form will be referred back to the line manager for reconsideration and resubmission.

What constitutes 'appropriate supervision'?

This should reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience, where the individual is not known to the College, or where references have provided limited information the level of supervision required may be high.

For those with more experience, who are known to the College (they may have worked at the College previously or were a recent student), or where the references are detailed and provide strong evidence of good conduct in previous relevant work, a lower level of supervision may be appropriate.

For all new staff in regulated posts awaiting a disclosure check it will be made clear that they are subject to this additional supervision pending receipt of the enhanced DBS certificate. The nature of the supervision will be specified and the staff undertaking the supervision clearly identified. The supervisory arrangements will be reviewed regularly by the appropriate line manager, in the event that there is a delay in relation to receipt of the enhanced check.

5. Concerns about suitability to work with children or vulnerable adults

If any of the pre-employment checks or references shows evidence that the individual is potentially a risk to children or vulnerable adults, we reserve the right to withdraw any offer of employment or engagement. This is regardless of whether the individual is to work in a 'regulated' or 'non-regulated' role. The **Recruitment of Ex-Offenders** Policy outlines the procedure for dealing with Disclosure information.

Where information disclosed through an Enhanced DBS check identifies a potential concern, we will undertake a risk-based assessment, taking into account the nature, seriousness, relevance, and recency of any offence or other information disclosed.

In reaching a decision, due regard will be given to the circumstances of each case. For example, minor offences of a non-safeguarding nature that occurred many years previously may be considered to have little or no bearing on an individual's suitability to work with children or vulnerable adults.

The **Director of Human Resources**, or in their absence the **HR Manager**, is authorised to determine cases where the DBS certificate discloses only minor, non-safeguarding-related historical offences. Where more serious, recent, or safeguarding-related concerns are identified, the matter will be escalated to the **Principal and Chief Executive**. They (or in their absence the **Deputy Principal and Chief Executive**) will consider whether on whether any job offer or engagement should be withdrawn in the light of the offences shown on the certificate.

It is not possible to give firm rules on which offences may result in offers of employment being withdrawn. This is a matter for professional judgement and each case will be considered on its own merits.

6. The Single Central Record (SCR)

We are required to maintain a Single Central Record (SCR) of pre-appointment checks. The guidance states that the SCR should include 'staff, including agency and supply staff *providing education to children*' (our italics).

For colleges, the SCR must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check
- a barred list check;
- an enhanced DBS check/certificate;
- Overseas checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

In addition, colleges must record on the SCR whether the person's position involves 'relevant activity'. In practice this means teaching posts (and curriculum management posts where the post involves teaching).

In line with the guidance, there is no requirement to record volunteers on the Single Central Record (SCR), although organisations may choose to do so. We have determined that our volunteers will not be recorded on the SCR.

The York College posts that are considered to be 'regulated activity' (and hence to be included in the SCR) are detailed in Appendix A.

Note: Staff Appointed Before 1st March 2002

Staff undertaking 'regulated activity' whose continuous start date in that role was prior to 1st March 2002, and whose role has not changed since that date, are not subject to DBS or barred list checking. Accordingly, the SCR will not evidence such checks in respect of those long serving individuals.

However, if:

- Concerns arise about the individual's suitability to work with children or vulnerable adults (e.g. because of an incident that has given cause for concern), or
- The individual moves to work that involves greater contact with children or vulnerable adults.
- When an individual moves from a 'non-regulated' to a 'regulated' post.

an Enhanced Disclosure check and appropriate barred list check is required at that point. The checks will be recorded on the SCR. The rules on appropriate supervision outlined in 4 above will apply in the event that the enhanced DBS certificate has not been received prior to the new role start date.

7. Teacher Prohibition Checks

Teacher prohibition checks in England are managed and issued by the Teaching Regulation Agency, which is an executive agency of the Department for Education (DfE). Schools, colleges, and hiring agencies use the online service to verify teacher records. Part of their remit includes the issuing of Prohibition Orders in respect of individuals who are prohibited from teaching in England.

York College will check the prohibition lists for all individuals who receive a conditional offer of employment in a regulated post. HR will record on the individual's HR file that such check has been carried out. The 'Teacher Services' check is not included in the College's SCR.

An entry in one of the lists does not automatically debar that individual from being appointed to the post. In these circumstances Human Resources will find out as much as possible about the factors giving rise to the entry on the list. This may include discussing the matter with the individual concerned. Having gleaned as much information as is reasonably possible about the circumstances giving rise to the prohibition or restriction, HR will refer the matter to the **Principal and Chief Executive** to make a decision. Given the information available, the Principal and Chief Executive will determine whether the conditional offer should be rescinded.

8 Individuals not directly employed by the College

(i) Agency staff

The guidance provides that colleges must obtain written notification from any agency, or third-party organisation they use to conform that that have carried out the checks prescribed in the guidance.

In respect of the enhanced DBS certificate, the agency also has to provide:

- (a) Written confirmation confirming that the DBS certificate has been obtained by the agency or 'another such business' (para 362 of the 2026 guidance)
- (b) Where details of any 'relevant matter' is recorded or there is any information provided in accordance with the Police Act 1997, we are required to obtain a copy of the certificate from the agency, so we can quantify any potential risk to children or vulnerable adults. We reserve the right to withdraw any offer of work in the light of such information.

Line managers will check that the individual presenting themselves for work is the same person on whom the checks have been made.

Agency staff working in regulated roles must be included in the SCR.

(ii) Trainee/Student Teachers

All individuals enrolling on teacher training courses at York College are subject to an enhanced DBS check on enrolment. The exception is York College staff enrolling on to teacher training courses who were already subject to the full range of statutory checks on appointment. The College does not employ salaried teacher trainees who often feature in the schools setting.

Teacher trainees are supervised by a tutor during their teaching practice, and do not therefore work in regulated activity. However, if a teacher trainee is contracted to undertake paid teaching as a PTVH tutor, Human Resources will undertake the full range of pre-employment checks including a barred list check.

The guidance does not require teacher training trainees to be included on the single central record. However, trainee teachers who become directly employed to undertake regulated activity, such as paid teaching on a PTVH basis, will be placed on the SCR. York College staff enrolled on a teacher training course will already be on the single central record if their role involves working in regulated activity.

(iii) Volunteers

All volunteers, regardless of activity, are required to produce photographic proof of their identity prior to being able to start their volunteering activities.

Volunteers, even those working unsupervised in regulated activity, are not required to be included in the Single Central Record.

Volunteers¹ In Regulated Activity

Volunteers working in regulated activity whether supervised or not are subject to an enhanced DBS check including barred list check. This applies regardless of whether the volunteer meets the 3 day in 30 day period set out in the Crime and Policing Act 2026. This means that we will trigger the requirement for an enhanced DBS and children and/or adult barred list check even if the volunteer is working in regulated activity for only one day in any 30 day period.

If the enhanced DBS certificate is not available at the start date, the requirement for 'appropriate supervision' set out in 4 above applies, and a separate satisfactory barred list check must be obtained before the individual can start volunteering.

Volunteers not in Regulated Activity

From time to time there may be volunteers who work in College but who do not work in regulated activity. Such volunteers will however never be unsupervised while children or vulnerable adults are on site.

Whilst volunteers play an important role and are often seen by children and vulnerable adults as being safe and trustworthy adults, the nature of voluntary roles varies, which is why it is necessary to undertake a written risk assessment for managers to use in conjunction with HR. They will use their professional judgement and experience when deciding what checks, if any, are required.

The guidance provides that the risk assessment should consider:

- the nature of any work with children,
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers,
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability, and
- whether another level of DBS check might be appropriate, such as a basic DBS check for a volunteer not working in regulated activity, but who may have access to children or vulnerable adults.

The College's risk assessment template for volunteers not working in regulated activity is attached as Appendix D

(iv) Existing Staff moving into Regulated Activity

If an employee moves from a post that was not regulated activity into work which is regulated activity, the relevant checks for that regulated activity will be carried out. If the enhanced DBS check is not available by the time they start work in regulated

¹ The term 'volunteer' also includes individuals on work experience

activity, a barred list check must be obtained and they must be appropriately supervised (see s4 above)

(v) Contractors

Regulated Activity

We do not normally engage with contractors to work in regulated activity. Typically, contractors are engaged to provide one-off infrastructure provision either for Estates, or IT Services.

However, we will ensure that any contractor, or any employee of the contractor, who is engaged by the college to work in regulated activity has an enhanced DBS check (including children or adult barred list information).

Where the enhanced DBS certificate with barred list check is not available at the date the contractor begins working in regulated activity, the College will obtain a separate barred list check and will put 'appropriate supervision' in place (see 4.2 above). The manager will complete the Risk Assessment '*Appropriate Supervision of new member of staff, volunteer or contractor* (Appendix B), for consideration and approval by the **Principal and Chief Executive**. Only when they have approved the supervision proposals will the contractor be allowed to commence working in regulated activity pending receipt of the enhanced DBS certificate.

If the contractor is self-employed, they will be required to obtain their own enhanced DBS check.

As with volunteers, contractors working in regulated activity are not required to be included in the Single Central Record.

Non-Regulated Activity

The guidance states that, where contractors are not engaged in regulated activity but their work provides an opportunity for regular contact with children, an Enhanced DBS check (excluding children's barred list information) will be required. However, this applies only to colleges that are *exclusively or mainly engaged in the provision of full-time education to children*.

As York College is **not** a setting that is exclusively or mainly engaged in the provision of full-time education to children, it is not eligible to request Enhanced DBS checks for contractors solely on this basis. The College will therefore undertake such checks only where permitted by the relevant DBS eligibility criteria and in accordance with applicable legislation and statutory guidance.

The only contractor who is envisaged to have the opportunity for regular contact with children will be a facilities manager employed by any company that provides facilities management to the College. In the event that such an appointment is made we will require the company supplying such services to undertake a Standard DBS check on that individual.

The College will always check the identity of contractors and their staff on arrival at the college.

Like volunteers, contractors in regulated activity are not required to be on the SCR.

(vi) 'Visiting' staff

Workers employed by other employers are sometimes engaged to work in 'regulated' activity within the College.

In our context visiting staff will typically be coaches employed by York City Football Club to deliver coaching sessions to students, and healthcare workers from the local NHS who give wellbeing and health advice to students. Local managers will ensure that the employer of visiting staff has conducted all of the required statutory check and will receive written confirmation.

'Visiting' staff working in College in 'regulated' activity are also not required to be on the College's SCR

(vii) Governors

There is no legal requirement for FE college governors to undertake any of the statutory checks outlined in 3 above. However, all governors are subject to an enhanced DBS check (excluding barred list check), Identification, and Right to Work in the UK checks. However, where as part of their governor duties a governor is proposing to work in 'regulated' activity (for example they wish to regularly meet with students on an unsupervised basis) they will at that point also be subject to a barred list check

There is no requirement for any governor to be included in the SCR.

(viii) Visitors

We do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example relatives attending a theatre production; 'The Cookery' customers). The guidance provides that Principals should use their professional judgment about the need to escort or supervise visitors.

9. Conclusion

We are committed to ensuring that robust safer recruitment practices are embedded across all areas of the College. Compliance with this policy is essential in protecting children, young people, and vulnerable adults, and in meeting the College's safeguarding and statutory obligations.

Any concerns regarding the application of this policy should be referred to Human Resources, who will provide advice and guidance to ensure that appropriate decisions are made and risks are effectively managed.

(end)

Schedule of Regulated Roles (Updated August 2026)

Note 1 – each new post not on this list will be assessed to determine whether the postholder will be working in regulated activity

Note 2 - Includes staff engaged on PTVH contracts

Regulated Roles
<u>SLT</u> All except Chief Finance Officer, Directors of Human Resources, Information Services, Marketing and External Partnerships
<u>Pastoral</u> Student Progress Leader Progress Coach Life Coach
<u>Curriculum Staff</u> Assistant Director Curriculum and Standards Manager (also 'Relevant Activity') Curriculum Team Leader (also 'Relevant Activity') Teacher (also 'Relevant Activity') Learning Assistant Learning Technician Sports/Hospitality Coach/Instructor Sports Co-ordinator Leisure Assistant Foreign Language Assistant
ESOL Coordinator
<u>Apprenticeship Services</u> Apprentice Learning Coach Apprentice Training Assessor Assessor Progress Reviewer T Level Placement Reviewer
<u>Learning Support</u> All Learning Support staff, except those undertaking purely administrative and clerical work
<u>Student Experience</u> All staff in the Student Experience Team
First Aider

[This list is not exhaustive – we will consider any post not on this list where activity brings the member of staff into regulated activity]

Risk Assessment – ‘Appropriate Supervision’ of new member of staff, volunteer or contractor

This form is for completion by a line manager in either of the following circumstances:

1. They wish to appoint a new member of staff or contractor to a regulated role, but the enhanced DBS certificate has not yet been received (see s4 of Safe Recruitment Policy). In these circumstances, the College is required to put ‘appropriate supervision’ of the individual in place. This form outlines the supervisory arrangements that will be put in place pending receipt of the enhanced DBS certificate.
2. They wish to appoint a supervised volunteer to work in what would otherwise be regulated activity (see 8(iii) of Safe Recruitment Policy). For example, the volunteer might be supporting a teacher in a classroom or workshop setting. Supervised volunteers are not normally required to have a DBS check, but the College is obliged to ensure that ‘appropriate supervision’ for that volunteer has been put in place.

The measures outlined in this document are subject to approval by the Principal

Manager to complete – then forward to HR

This form is for one of the following:

		Tick one
1	To engage a new member of staff or contractor in regulated activity before receipt of enhanced DBS check	
2	Appointment of volunteer working in what would otherwise be regulated activity	

INDIVIDUAL’S DETAILS

Name:	
Address:	
Phone:	
Email:	

ROLE AND PROPOSED START DATE

What work will they be doing?									
Why is this necessary?									
Proposed Start Date	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								

Outline what you know about the individual; what is their experience; are they known to you or to other members of the team; have you interviewed them?											
How long do you anticipate them being engaged, i.e. is this a one-off appointment, temporary or permanent?											
Outline the nature of the contact they will have with under 18s and/or vulnerable adults											
What is the frequency of this contact? (Once a day/week/month?)											
Outline the supervisory arrangements proposed in respect of this individual. In completing this section please note that supervision must be: • by a person who is in regulated activity i.e. a teacher • regular and day to day; and • 'reasonable in all the circumstances to ensure the protection of children'											
Name/s of staff providing supervision											
Volunteer only Given: • the nature of the work with children (or vulnerable adults) • what you (or other colleagues) know about the volunteer • whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability Do you consider that there should be any additional risk control measures? These might include taking up references, or undertaking an enhanced DBS check. <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">If so, list them here</td> <td colspan="3"></td> </tr> <tr> <td>If there are no additional risk control measures, tick here</td> <td colspan="3"></td> </tr> </table>				If so, list them here				If there are no additional risk control measures, tick here			
If so, list them here											
If there are no additional risk control measures, tick here											
Signed (Line Manager)		Date									

For completion by Director of HR and OD (or HR Manager in their absence)									
<table border="1"> <tr> <td colspan="2">[For 1 above only] I confirm that the provisions of the Safe Recruitment Policy have been complied with (including receipt of satisfactory barred list check)</td> </tr> <tr> <td>Signed</td> <td></td> </tr> <tr> <td colspan="2">Director of HR and OD</td> </tr> </table>		[For 1 above only] I confirm that the provisions of the Safe Recruitment Policy have been complied with (including receipt of satisfactory barred list check)		Signed		Director of HR and OD			
[For 1 above only] I confirm that the provisions of the Safe Recruitment Policy have been complied with (including receipt of satisfactory barred list check)									
Signed									
Director of HR and OD									
Additional Comments									
Forwarded to the Principal on	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								

Decision of the Principal (or designated Deputy in Principal's absence)				
Supervisory arrangements approved as satisfactory	Signed		Date	
Supervisory arrangements are considered to be unsatisfactory – see below	Signed		Date	
If unsatisfactory – comments				

Once completed please return to Human Resources

Schedule of Checks Required

APPENDIX C

Status	In regulated activity? YES/NO	Identity (Manager unless stated)	Barred List	Enhanced DBS	Mental and physical fitness	Right to work in the UK	Overseas	Required qualification	References	Single Central Record
Employee ⁱ	YES	✓ HR	✓	✓	✓	✓	✓	✓	✓	Yes
	NO	✓ HR	X	✓	✓	✓	✓	X	✓	No
Agency and third party supply staff	YES	✓	The SCR will record that (i) written confirmation has been received that the employment business supplying the member of supply staff has carried out all the statutory checks, and (ii) that it has obtained a satisfactory Enhanced DBS Certificate.							Yes
	NO	✓	X	X	X	X	X	X	X	No
Trainee teacher (fee funded)	NO	✓	Enhanced DBS check carried out by Admissions – HR will undertake all outstanding checks if the trainee is engaged as a PTVH tutor, at which point they also go onto the SCR.							No
Volunteer	YES	✓ HR	✓	✓	X	X	X	X	X	No
	NO	✓	X	X	X	X	X	X	X	No
Contractor	YES	✓ HR	✓	✓	X	X	X	X	X	No
	NO	✓	X	X	X	X	X	X	X	No
Visiting Staff	YES	✓	Managers will ensure that the employer has conducted all statutory checks and will retain a record locally							No
	NO	✓	X	X	X	X	X	X	X	No
Governors ⁱⁱ	YES	✓	✓	✓	X	✓	X	X	X	No
	NO	✓	X	✓	X	✓	X	X	X	No
Visitors	NO	X	X	X	X	X	X	X	X	No

ⁱ Teaching Staff (Including CSMs and Team Leaders with teaching responsibilities) are also be subject to Teacher Prohibition Checks although these are not for inclusion on the Single Central Record

ⁱⁱ Unless they work in regulated activity, the guidance does not require governors to have a DBS Check.

Appendix D



Risk Assessment Template for Volunteers not in Regulated Activity

Name of Volunteer	Click or tap here to enter text.	Start Date	Click or tap to enter a date.
Person conducting the risk assessment	Click or tap here to enter text.		

Is the Volunteer going to be working in Regulated Activity? [Tick one box]

- A** Yes ☐ (if “Yes” you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)
- B** No ☐ (if “No” you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)

Factors to Consider	Description	Risk score
Will they have direct contact with children / vulnerable adults?	Click or tap here to enter text.	Choose an item.
Frequency of working directly with children / vulnerable adults?	Click or tap here to enter text.	Choose an item.
Age range of the children / vulnerable adults?	Click or tap here to enter text.	n/a
Any contact with children particularly vulnerable?	Click or tap here to enter text.	Choose an item.
Assisting with any personal care?	(If “yes” the Volunteer is Regulated Activity , tick box A above) Click or tap here to enter text.	Choose an item.
What tasks will they be doing?	Click or tap here to enter text.	Choose an item.
Frequency of working in College?	Click or tap here to enter text.	Choose an item.
Will they be working with children / vulnerable adults outside of College hours? when?	(Work between 2am and 6am is Regulated Activity , tick box A above) Click or tap here to enter text.	Choose an item.

Will they be working with children / vulnerable adults off College premises? Where? When?	Click or tap here to enter text.	Choose an item.
What is the association of the Volunteer with the school?	Click or tap here to enter text.	Choose an item.
How well do we know the history of the Volunteer?	Click or tap here to enter text.	Choose an item.
What do you believe is their reason for volunteering?	Click or tap here to enter text.	Choose an item.
Can the volunteer provide a relevant reference from someone they have worked or volunteered for?	Click or tap here to enter text.	Choose an item.
Can the volunteer provide a reference from someone who knows their work with children / vulnerable adults?	Click or tap here to enter text.	Choose an item.
Does the volunteer have a history of paid or voluntary work with children / vulnerable adults?	Click or tap here to enter text.	Choose an item.
Does the Volunteer have a recent DBS certificate from another role?	Click or tap here to enter text.	Choose an item.
Is the Volunteer currently signed up to the DBS update service?	Click or tap here to enter text.	Choose an item.
Are there any known or suspected concerns around working with children / vulnerable adults?	Click or tap here to enter text.	Choose an item.
Any other factors to be taken into account.	Click or tap here to enter text.	Click or tap here to enter text.
Total Risk Rating [total up the risk scores for each factor]		Click or tap here to enter text.
Overall Risk level [tick one box – refer to guide below]	Low ☐	Medium ☐ High ☐

Guide to assessing risk level

(remember this is only a rough guide and individual schools should determine their own risk levels)

>30

Low Risk. A score of less than 30 points suggests the volunteer is well known to the college, has probably got some experience of previous work with children / vulnerable adults and can provide a reference and is generally working in an education setting. They may be a previous employee, governor or volunteer and/or well known to staff or colleagues. They may hold a recent DBS certificate which has been seen or a portable DBS

Action: there is no legal requirement to carry out a further DBS check but if the person doesn't hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check

30-40

Moderate Risk. A score between 30-40 points suggests the volunteer has some connection with the College, perhaps as a parent and may have done some similar voluntary work in the past. No particular issues have come to light and there are no concerns over their suitability. The person has provided suitable references. They may work regularly with children / vulnerable adults where occasionally some are deemed vulnerable. They do not have recent or portable DBS check.

Action: there is no legal requirement to carry out a further DBS check however we may wish to consider carrying out an enhanced DBS check with NO Barred List check

41+

High Risk. A score of above 40 points suggests that the volunteer has no previous connection with the College, is not known to staff and cannot provide relevant references as to their suitability to work with children. They do not hold a current DBS or portable DBS check or they may be expected to work directly with children / vulnerable adults who may be particularly vulnerable or off College premises and out of hours.

*Action: there is no legal requirement to carry out an enhanced DBS check, however it is **recommended** that we carry out an enhanced DBS check with NO Barred List check.*

Agreed Action: [tick box]

Enhanced DBS Check **NOT** required ☐ Enhanced DBS Check **IS** needed ☐

Comment on reason: [Click or tap here to enter text.](#)

Sign Off:

Name of person signing off risk assessment: [Click or tap here to enter text.](#)

Role: [Click or tap here to enter text.](#)

Signature:

Date: [Click or tap to enter a date.](#)