

Work experience volunteer risk assessment

St John Bosco Catholic Primary School

Assessment conducted by: Mandy Grubham	Job title: Head of School	Covered by this assessment: Headteacher, staff, teaching assistants, volunteers and pupils.
Date of assessment: 9-9-19	Review interval: annually	Date of next review: 9-9-20

Related documents

Child Protection and Safeguarding Policy, Health and Safety Policy, Single Central Record, Allegations of Abuse Against Staff Policy, Work Experience Policy, Technology Acceptable Use Agreement - Staff.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Unsupervised contact with children	H	<ul style="list-style-type: none"> 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. Under no circumstances will a volunteer without an enhanced DBS and barring list check be allowed to transport children unsupervised. The headteacher assesses the nature of the work that the volunteer would be completing and determines whether an enhanced DBS may be appropriate. Information is collected about the volunteer to assess their character, including their maturity, trustworthiness and any experience of working with children. 				
Lack of safeguarding knowledge	M	<ul style="list-style-type: none"> As per the DfE's 'Keeping children safe in education', all volunteers are provided a copy of the school's <u>Child Protection and Safeguarding Policy</u> and <u>Allegations of Abuse Against Staff Policy</u>. The <u>DSL</u> considers whether the activities that the individual is conducting warrant the need for safeguarding training. Volunteers are instructed on how to identify children who may benefit from early help. Volunteers know how to refer safeguarding concerns, including how to make referrals to children's social care and for statutory assessments under the Children Act 1989, along with the role they might be expected to play in these assessments. Volunteers understand what to do if a child tells them they are being abused or neglected. 				
Oversight regarding risks	M	<ul style="list-style-type: none"> In accordance with the School Staffing (England) Regulations 2009, at least one member of the school's appointment panel has undertaken safer recruitment training. 				

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		<ul style="list-style-type: none"> An itinerary of activities is generated for the individual, so that potential risks associated with activities can be considered. The individual remains supervised at all times. Pupils at the school are instructed to respect the individual as they would a teacher. Volunteers sign in and out of the premises each day that they are at the school. Volunteers sign a document to say that they have read and understood the <u>Child Protection and Safeguarding Policy</u> and the <u>Work Experience Policy</u>. Volunteers are given a copy of the school's Health and Safety Policy, to ensure they are aware of any emergency procedures. Volunteers are given a <u>Technology Acceptable Use Agreement – Staff</u>, to ensure understand the expected online behaviour, including social media. 				
Allegations of abuse by pupils and/or underage volunteers	H	<ul style="list-style-type: none"> The governing board has procedures in place to handle allegations against volunteers. These will also be referred to the designated officer. The school will inform the DBS as necessary. Volunteers are escorted between classrooms – volunteers are not permitted to walk around the premises unaccompanied. Volunteers are given a code of conduct that details how they are expected to behave and present themselves whilst working at the school. 				
Poor selection process	M	<ul style="list-style-type: none"> A suitable and sufficient selection process is detailed within the <u>Work Experience Policy</u> to ensure volunteers are suited to the tasks they perform. In-school training will be provided to volunteers who require it. 				

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		<ul style="list-style-type: none"> • 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 details of the volunteer risk assessment are recorded. • Before acceptance, the individual provides references stating their suitability to work around children. 				
Lack of induction	M	<ul style="list-style-type: none"> • Volunteers are presented with all relevant policies and documents to ensure they fully understand their duties. • A risk assessment is produced and explained to volunteers. • Volunteers are given relevant information to assist them in their work experience, such as a school map. • Volunteers are introduced to the staff that they will be working with, e.g. the headteacher and any supervisors. • Volunteers are given an identification badge that they are expected to wear at all times. 				
Volunteer provides personal care	M	<ul style="list-style-type: none"> • 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. 				