

# Safeguarding Children and Safer Recruitment in Education – Volunteers

It is vital that schools' recruitment procedures help to deter, reject or identify people who might abuse children or who are otherwise unsuited to work with them. This applies all staff, including volunteers who come into regular contact with children, as they are seen by children as safe and trustworthy adults.

When a volunteer attends school on a regular basis you should ensure that the appropriate safeguarding checks have been completed, before they commence work.

## Safeguarding Checks for Volunteers

When recruiting volunteers to the school, the same safeguarding measures are adopted as for paid staff, with checks being completed before they commence work.

The statutory guidance is outlined in 'Keeping Children Safe in Education' (2015), Department of Education (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

For volunteers that you have experience and knowledge of, the arrangements may be less formal but should include;

- Seeking references or checking to ensure that others in the school community know of no concerns and can make a positive recommendation
- Having an informal discussion to gauge the person's aptitude and suitability to work with children
- Undertaking an enhanced DBS check (when deemed appropriate by the school) with children's barred list check, if the person will be unsupervised with children.
- Completion of the childcare disqualification declaration, if the volunteer will be working in an \*early/\*\*later years setting.

**\*Early Years setting** - providing care for children up to and including reception age. This includes education/supervised activities in nursery and reception classes, breakfast clubs, lunch time supervision and after school care provision.

**\*\*Later Years setting (for children under 8)** - providing care **outside of school hours** for children who are above reception age but below 8 years. This will include breakfast clubs and after school care provision but does not include those staff who provide educational/supervised activity during school hours (including extended school hours, such as school choir).

It is also good practice to:

- Inform the volunteer of the conduct required by them and provide necessary information to protect the children and themselves.
- Gain emergency contact details.

## Volunteers in the school on an ad hoc basis

Where volunteers are supervised and work on an ad-hoc basis, such as accompanying teachers, and pupils on a day outing, helping at a concert or school fete, further checks are unnecessary provided that the person is not left alone or unsupervised in charge of children.

It is advisable, that a record of who helped on a day trip or event is kept. Although this does not need to be recorded, as part of the single central record, it can be kept alongside it and retained for the same period of time.

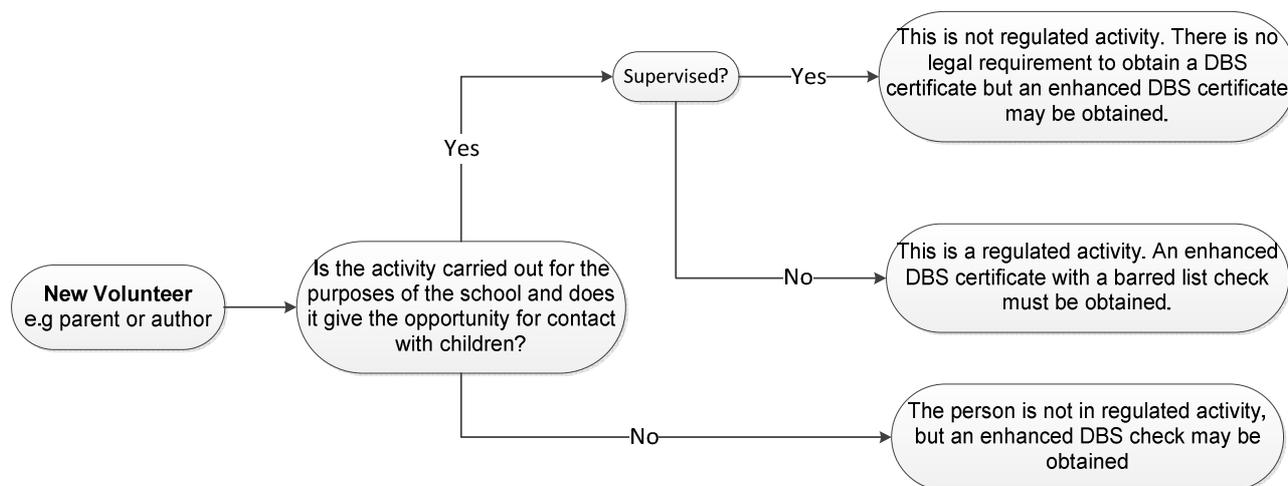
## Volunteers arranged through an external body

Where volunteers are recruited by an agency or third party, to work in school for example sports coaches from a local club or a trainee teacher, written confirmation that all the required checks have been completed should be requested prior to them starting work. You will also need to check that the person presenting themselves is the same person on whom the checks have been made, and you may need to ask for photographic evidence to confirm this.

## DBS and Children's Barred List checks for Volunteers

Regular volunteers will require an enhanced DBS check with a children's barred list check, because of the frequency of their volunteering activity and the contact they have with children.

Below is the guidance adapted from the "Keeping Children Safe in Education" April 2014 to determine when volunteers require enhanced DBS and barring list check.



When carrying out a risk assessment to determine whether an enhanced DBS check is necessary, head teacher's will use their professional judgment and experience to consider:

- The duration, frequency and nature of contact the volunteer will have with children at the school
- What the school knows about the volunteer – both formal and informal information received
- Whether the volunteer is well known to others in the school community who are likely to be aware of behavior that could give cause for concern
- Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability
- Other relevant information about the volunteer or the work they are likely to do

If an enhanced DBS check has already been obtained by Staffordshire County Council, within three months of them commencing work at the school, a further check may not be necessary.

If a decision is made that an enhanced DBS check is not necessary, volunteers must not be left unsupervised with children.

### Completing the Single Central Record

Where volunteers regular attend the school, information should be entered onto the single central record, and should include;

ID check

Qualifications (if legally required)

Enhanced DBS check

Children's barred list check (unsupervised volunteers only)

Further overseas record checks (where appropriate)

Childcare Disqualification Declaration (only if working in an early or later years setting, see the Childcare Disqualification Declaration guidance for further information)

### Starting a volunteer who is awaiting their enhanced DBS certificate.

A person should not start work without the relevant checks being carried out, however where all checks except receipt of an enhanced DBS have been carried out and the person is safe to volunteer, with supervision, the school can decide whether they wish them to start. The DBS application should be followed up on the eBulk system.