

# Students and Volunteers' Policy

Audience:	Parents REAch2 staff Local Governing Bodies Cluster Boards Trustees High Schools and Further Education Providers Local Authorities
Ratified:	REAch2 Trust Board July 2023
Other related policies:	Safeguarding and Child Protection Behaviour Code of Conduct Health and Safety Safer Recruitment Speak Up and Whistleblowing
Policy owner:	Helen Beattie, Head of Safeguarding
Review:	Every 3 years



## Leadership

Finding the leader in all of us.



## Inclusion

Realising the greatness in our difference.



## Learning

Creating exceptional opportunities for learning.



## Enjoyment

Loving what we do.



## Inspiration

Feeling the power of the possible.



## Integrity

Being courageously true to our purpose.



## Responsibility

Unwavering commitment to seeing things through.

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## Policy Overview

Kemsley Primary Academy believes it can benefit greatly from members of the local community who are willing to provide support to the academy on a voluntary basis, providing that this is carried out in a planned and well-maintained way.

We value the opportunity to offer students high quality work experience placements to shape the childcare and education workforce of the future. For the purpose of this policy a student is: someone enrolled at an academy or further education establishment that is looking for an unpaid work experience placement as part of their education requirements. Any student taken on a paid apprenticeship scheme is treated as a paid employee.

Volunteers are also a welcomed resource who are able to provide a varying degree of skills and experience to support both our teaching and non-teaching teams. For the purpose of this policy a volunteer is: someone who is willing to give their time freely to the academy without any financial gain.

Whilst students and volunteers provide great benefits to our academy and local community, they also take up resources and require equal investment from us as an academy. As such, the recruitment and placement of students and volunteers should be carefully considered, limited by the senior leadership team to a level that is appropriate to the individual academy and its resources, and planned so that it does not negatively impact on the care and education of our pupils or the wellbeing of our staffing team.

## Policy In Detail

### Purpose

- To set out the approach that REAch2 academies should use when recruiting and using students and volunteers within their academy
- To provide students and volunteers with clear guidelines around recruitment, induction and expectation while they are within the academy
- To ensure that the highest standards of safeguarding are maintained for the pupils

### Categories of students (this list is not exhaustive):

- Under 16 secondary school pupils on a work experience placement
- Post-16 students on a short-term one-off placement
- Post-16 childcare or teaching students on long term placement

### Categories of volunteers (this list is not exhaustive):

- Parents/carers/guardians who support on a regular basis or on a one-off occasion
- Members of the public
- Ex-staff members
- Members of the local Parent Association

N.B. this policy is not intended to apply to the recruitment and management of Trust Board members, cluster board members or local academy Governors.

## **Types of activities that may be undertaken by a student**

- *Student not participating in regulated activity*
  - observing and assisting another designated member of staff in regulated activity
- *Student with full safer recruitment checks and competency for undertaking regulated activity*
  - Observing and assisting another designated member of staff in regulated activity
  - Planning and carrying out lessons or activities as part of their course
  - Working with small groups of children to give additional support
  - Any other role covered in their course that their mentor is satisfied that they are competent to carry out

## **Types of activities that may be undertaken by a volunteer:**

- Supporting on trips
- Supporting in the classroom
- Running or supporting academy based events before/during/after school
- Supporting in the academy office

A volunteer should not replace the role of a paid employee in the academy.

## **Recruitment of students/volunteers**

### *Process of recruitment*

- The recruitment of all students/volunteers must be undertaken by the Headteacher or other delegated leader. This person must have received safer recruitment training. We will follow a formal process of recruitment, similar to that required for employed staff, in order to promote the safety of our pupils.
- Each student/volunteer role will first be assessed by the Headteacher or other delegated leader to decide on whether it should be supervised or not. For the purposes of this policy, supervision must be done by a person who is in regulated activity related to children, be regular and day to day, and be reasonable in all the circumstances to ensure the protection of children, in line with statutory requirements.
- For anyone who wishes to take up a student placement or volunteer in our academy, a student/volunteer application form (Appendix 1) must be completed, which can be requested at the academy office.
- If the Headteacher or delegated person believe the individual is suitable to be a student or volunteer, then an interview should be conducted to establish the individual's suitability and what they are able to offer to the academy.
- Following the interview, if the role is to work unsupervised, the following checks must be completed prior to the individual being allowed to work/volunteer in academy:
  - photo ID and proof of address
  - Enhanced DBS check, plus Children's Barred List check if the individual will be in regulated activity (please see Appendix 5 for further detail and guidance) N.B. in the case of students on placement, DBS and Children's Barred List should be completed by the current FE provider
  - Receipt of one satisfactory reference – this should be from either current or most recent employer, a professional in the community, or a friend, and should not be from family members (see Appendix 2)
  - Childcare Disqualification Declaration, when the role involves work with children in Early Years, or in childcare out of school hours with children up to the age of 8

- If the role includes the transportation of children, then evidence must be provided that the individual has the appropriate driving license (disclosing any driving offenses/accidents), insurance and MOT (if using own vehicles)

N.B. this process will not be applicable with students if their FE provider can already provide proof of safer recruitment checks, which should be confirmed, in writing, prior to the placement starting.

An individual file will be created for each student/volunteer and securely stored by the academy. Only information that is relevant will be kept by the academy. All students/volunteers will also be entered and maintained on the academy's Single Central Record.

### *Student/Volunteer agreement*

This is a non-legal agreement between the academy and the student/volunteer outlining what both parties can expect. At any time, the agreement can be terminated by either party, without prior notice. The agreement will identify the following:

- Individual role
- The frequency, including dates/times
- Any arrangements related to supervision by a staff member, if required
- Expectations of how they conduct themselves within academy
- Confidentiality requirements
- Training requirements
- Who will supervise/support the individual
- Adherence to the academy's policies and procedures

N.B. this agreement is not necessary if the student's provider already has a similar process in place.

All students and volunteers will be asked to agree and sign the academy's Student/Volunteer Code of Conduct (Appendix 4)

### *Induction and training*

All students and volunteers must receive an induction into the academy, prior to being allowed to begin their role, which will include:

- Introduction to the academy – who is who?
- Safeguarding training and explaining the academy's safeguarding procedures
- Sharing the following policies, and explaining how they are expected to be put into practice:
  - Safeguarding and Child Protection Policy
  - Whistleblowing Policy
  - Health and Safety Policy
  - Online Safety Policy and any information concerning Acceptable Use of Technology
  - Pupil behaviour Policy
  - Unacceptable Behaviour Policy

Training must be updated regularly to ensure that the student/volunteer remain up to date with developments within the academy. A record of all training offered and undertaken by students/volunteers must be maintained by the academy.

## *Supervision*

- Each student/volunteer will be allocated a supervisor to provide them with support. The supervisor will be in regular contact to review the agreed arrangements.
- The student/volunteer may be allocated to work with a different member of staff to their supervisor, i.e. a class teacher, and they should follow all reasonable requests and instructions from this person.
- If the student/volunteer would like to discuss any changes to the agreed arrangements, or if there are any issues with any aspect of their work, they are expected to discuss them with their supervisor.

## *Confidentiality*

- Students/volunteers may become aware of confidential information relating to the academy, its employees, pupils, parents, carers and guardians, and other stakeholders. This information must not be shared with any individual unless there is a concern regarding a person's safety or wellbeing, and then this must be to the appropriate people and in line with academy policies.
- Students/volunteers must not repeat any confidential information without the permission of the data holder, and students/volunteers must not discuss individual pupils with any person outside of the academy, which includes the parents/carers of the pupil.
- Students/volunteers must not speak to the media or press regarding the academy or on behalf of the academy unless explicitly directed by the Headteacher or other designated person.

## *Working in the academy*

- Each time a student/volunteer attends the academy they must sign in and sign out of the premises at the start and end of each session in accordance with the academy's visitor process.
- Students/volunteers will be deployed throughout the academy depending on where there is need and in line with their agreement and/or course content.
- All students/volunteers are expected at all times to abide with their volunteer's agreement or course agreement, and with the academy's policies and procedures.
- With prior agreement from the Headteacher or other designated person, students/volunteers are allowed to use the staff room and break facilities if they are working over a break period.

## *Continued suitability*

- The academy must evidence that an individual continues to be suitable to work or volunteer. This will be done by:
  - Regular meetings with the Headteacher/designated member of staff to review the work undertaken
  - Annual self-declaration or Childcare Disqualification check
- If an individual does not work or volunteer within the academy for a period of longer than 3 months, then they will be removed from the academy's student/volunteer register. With the academy's approval, the student/volunteer can request to re-start their duties, which will involve all vetting checks being re-done, including DBS.

## Policy Review

The Students and Volunteers' Policy will be reviewed by the Head of Safeguarding and REAch2 Trustees **every three years** as per statutory requirements, or sooner, i.e. in the case of a mid-year update to statutory guidance in Keeping Children Safe in Education.

Any changes made to this policy will be communicated to all relevant stakeholders.



## Annex 1 – Student/Volunteer Application Form

Last name:	First name(s):
Previous names:	Date of birth:
Home telephone number:	Mobile:
Email address:	
Address:	Please give details of any 6+ month consecutive period spent overseas in the past 10 years:
Relevant skills, training, qualifications or job history if applicable:	
If you currently in education and are applying for a student/volunteer placement please give the details of the course provider, a brief description of the course content, what you are looking to cover during your placement and the start and end times of the placement:	
Do you have any children or relatives that attend/work at the academy? If yes, please provide their full names	
Other information in support of this application:	
<p>In line with statutory requirements, we will carry out an online search to identify any publicly available information that may indicate an issue or concern that needs to be followed up. We require you to share with us as part of your application the account names, usernames and/or handles for any social media platform that you use, as well as the names of any websites that you own, post on, or contribute to. A Google search will also be conducted. Please see our safer recruitment and selection policy for further information.</p> <div> <div> Facebook:  Twitter:  Instagram:  LinkedIn: </div> <div> TikTok:  Reddit:  Pinterest:  Other (please list): </div> </div>	

URLs for websites that you own, post on, or contribute to:	
Referee name:	Referee name:
Address:	Address:
Position:	Position:
Telephone:	Telephone:
Email:	Email:
<b><u>Health - do you have any health problems or disability of which we should be aware in order to support you?</u></b> <b><u>Please delete as appropriate: Yes / No</u></b> If Yes, please give details:	
<b>REAch2 is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, students and volunteers to share this commitment.</b> The academy requires all students/volunteers to complete a self-declaration of criminal record. A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Disclosure will be required if you will be undertaking Regulated Activity. Students/volunteers not undertaking Regulated Activity will still be required to have a satisfactory enhanced DBS disclosure. <b><u>Do you have any criminal convictions or any pending? Yes / No (please delete as appropriate)</u></b> If yes please provide details in a sealed envelope with this application (a prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application) <b>It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.</b>	
The information that you provide on this form will be used to process your application. We process this information in line with our job applicant privacy policy. If you succeed in your application, the information will be used in the administration of your work with us. Further details on the processing of your data at this stage will be provided to you if your application is successful. By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office. If you would like further information, please read our <a href="#">applicant privacy notice</a> .	
Signature:	Date:

## Annex 2 – Student/Volunteer Reference

Referee information	
Name:	
Address:	
Telephone number:	
Email address:	

*N.B. this information is required in the event of further information being needed to supplement this reference.*

Volunteer candidate information	
Name:	
Student/Volunteer position:	
Academy:	

Please state how long you have known this person, and in what capacity (N.B. references from family members are not permitted)

Please comment on the following areas based on your knowledge of this person:	
Ability to follow instructions	
Reliability	
Working with and/or relating to children	
Discretion and confidentiality	

**Do you have any concerns for this person working with children? If yes, please state reasons below; if no, please state 'no concerns'.**

***Thank you. Please return your completed reference by post or via email using the details stated below:***

FAO: Mrs E Urquhart

Kemsley Primary Academy

Coldharbour Lane

Sittingbourne

Kent

ME10 2RP

office@kemsley-academy.org

### Annex 3 – Student/Volunteer Agreement

Students and volunteers are an important and valued part of the academy. We hope that you enjoy working with us and feel a full part of the academy.

This agreement tells you in brief what you can expect from the academy and what the academy would like from you, as follows:

This document sets out the agreement between the named person and the academy for student and/or voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.	
Name of Student/Volunteer:	
Agreed start date, frequency/duration, general area(s) of work: <i>(attach role profile)</i>	
Induction by:	
Academy Link Person:	
<div>Headteacher signature: _____ Date: _____</div> <div>Student/Volunteer signature: _____ Date: _____</div>	

## **Annex 4 – Student/Volunteers’ Code of Conduct**

Thank you for offering to assist at our academy.

We value the contribution you can make to our pupils’ learning. This Code of Conduct sets out the guidelines that we expect all of our students/volunteers to follow. Please read through them carefully before signing at the end to say you understand and agree to abide by the Code, then return the signed copy to the academy office for our records. We will take a photocopy to give back to you.

Students/Volunteers who feel they cannot fully abide by the guidelines within this Code should withdraw their offer of help.

### **1. Supervision**

**1.1** You should be supervised by a member of staff at all times when working with pupils unless you have obtained a valid enhanced DBS (Disclosure and Barring Service) check, or, if you are working in regulated activity, an enhanced DBS with Children’s Barred List. Never work alone in a room with one pupil.

**1.2** You should follow the guidance and instructions given by members of staff about your role in the activity that you are helping with.

**1.3** Parents of pupils will normally be asked to work in a class other than that attended by their child. If, however, a parent assists in their child’s class and a conflict of interest arises, e.g. giving undue attention and support to your own child, or using the time to discuss your child’s progress with the class teacher, then the academy has the right to ask the parent to reconsider their offer, or to terminate the student/volunteering agreement.

### **2. Professional Relationships**

**2.1** At all times you should maintain a professional relationship with all pupils and staff. This will minimise the risk of any allegations of inappropriate behaviour.

**2.2** Permission should be sought from a pupil before physical contact is made. Even if you know some of the pupils very well, you should limit physical contact with pupils, ensuring physical contact is only ever in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender and ethnicity.

**2.3** Do not share inappropriate personal information about your views, beliefs, sexual relationships or lifestyle.

**2.4** Never give or exchange contact details with pupils, including email or home addresses, phone numbers or social networking identities. Avoid any communication with a child or young person that could be interpreted as sexually suggestive or provocative. Students/volunteers are in a position of trust with children and young people under 18 at the academy, and are reminded that it is an offence to engage in sexual activity with or in the presence of a child or young person.

**2.5** Students/volunteers should use the staff toilet, never the pupils’ toilets. On educational visits and outings when public toilets or changing areas may need to be used, you should exercise caution and avoid placing yourself in a position where your actions might be open to criticism or misinterpretation. Male students/volunteers should use a cubicle in public toilets.

**2.6** If a pupil tells you something or you see something that concerns you this should be reported to the class teacher immediately. If you feel what has been disclosed and/or witnessed is of a safeguarding nature which may be putting a pupil’s welfare at risk, then this should be reported to:

**a.** Mrs Hornsby (DSL)

**b.** Mrs Steadman (DDSL) or Miss I Homer (DDSL)

Remember that you must not try to investigate the matter any further yourself, for example by asking the pupil questions, and that you should never promise to keep any disclosure by a pupil a secret.

**2.7** Behaviour management of the children is the responsibility of members of academy staff and should not involve students/volunteers. If you are working with pupils who are misbehaving, please refer this to the class teacher as soon as possible. Never try to reprimand or allocate punishments yourself.

**2.8** You should act appropriately towards all pupils, parents, carers, staff and other volunteers, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief. If you witness or experience bullying, harassment or discrimination, no matter who is the victim or perpetrator, you should raise this with your supervisor, or directly with the Headteacher.

**2.9** If you have any concerns about following this guidance or are aware of any incidents that occur that may be misconstrued or give rise to concern, please talk to Mrs S Hornsby, Mrs C Steadman or Miss I Homer.

### **3. Setting an example**

All students/volunteers at our academy should be positive role models to the children, so we expect you to:

**3.1** Dress appropriately for the academy setting and the tasks and role you will undertake.

**3.2** Talk politely and calmly to all pupils. Avoid sarcasm, demeaning or insensitive comments.

**3.3** Never use inappropriate, offensive or abusive language whilst on the academy premises, even in the staffroom.

**3.4** Never smoke in the academy building or grounds as it is strictly prohibited to do so.

**3.5** Offer encouragement and praise to the children, both verbally and in written comments, e.g. a comment in their reading record. Never show favouritism to a particular child or group of children nor give rewards which are outside of the academy's agreed policy.

**3.6** Promote and follow the classroom rules.

**3.7** Never discuss subjects that are inappropriate for the age of the pupils to participate in, or listen to, including references of a sexual nature or 'gossip' / sharing of information about staff, parents or pupils.

**3.8** Never be under the influence of drugs or alcohol when in academy.

### **4 Use of mobile phones, cameras and computers**

**4.1** Use of personal IT devices and mobile phones whilst in the academy is prohibited, except under exceptional circumstances where the prior agreement of the Headteacher or other designated person has been obtained. If you need to use your mobile phone in an emergency whilst on the academy premises, please go to the academy office. Using the video or camera features of your mobile phone whilst on the academy premises is strictly prohibited.

**4.2** The academy's ICT equipment and mobile phones may only be used in accordance with the academy's Acceptable Use of ICT and Mobile Phones Policy and should normally be used for academy purposes only.

**4.3** The academy's photographic and video equipment may only be used by students/volunteers with the prior approval of Headteacher or other designated person.

### **5 Gifts and rewards**

**5.1** Personal gifts must not be given to pupils, nor should you give pupils any rewards not covered by academy policy. Students/volunteers must not accept gifts from pupils (other than small tokens at Christmas or as a 'thank you') without first seeking permission in writing from a member of the Senior Leadership Team.

### **6. Transporting pupils**

**6.1** If you are asked and agree to transport children to an event or other location in your own vehicle you should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. Insurance must be for business use and a copy of this must be provided to the academy office in advance of the trip. All passengers must wear seat belts and car seats must be used for children in accordance with current legislation

(including the requirement that children must normally use a child car seat until they're 12 years old or 135cm tall, whichever comes first)

**6.2** The academy will ensure appropriate supervision for pupils whilst being transported; as a minimum, there must be one additional adult as well as the driver to ensure pupils are safely supervised.

**6.3** It is inappropriate for adults to offer lifts to a child or young person outside their normal duties, unless this has been brought to the attention of the Headteacher or other designated person and has been agreed with the parents/carers.

## **7 Safety procedures**

**7.1** Students/volunteers should familiarise themselves with the fire safety procedures and evacuation routes that are clearly displayed in each classroom. In the event of the alarm sounding, all students/volunteers should leave via the nearest available fire exit and should not try to recover personal belongings or search for pupils.

Our main fire assembly point is the school playground – all face away from the school, facing the hedge.

**7.2** It is imperative that you sign in and out of the academy premises as directed by the academy. This helps us maintain an accurate list of the people on the academy premises in the event of a fire.

**7.3** Please obtain a visitor's badge from the academy office upon your arrival, regardless of how well known you are to the pupils. Please remember to return the visitor's badge before you leave.

**7.4** Exercise reasonable care for the safety and welfare of yourself, pupils, members of staff or others on the academy premises at all times.

## **8 Educational Trips and outings**

**8.1** Students/volunteers who are accompanying pupils on educational trips or outings must be approved by the academy, and be subject to the normal checks and arrangements as outlined in the academy's Educational Visits policy. Students/volunteers who are working with children on an academy trip overnight between the hours of 2am and 6am, who may have face-to-face contact with a child, are in regulated activity, and must have a valid enhanced DBS check with Children's Barred List.

**8.2** Students/Volunteers should take particular care when supervising children and young people on trips and outings, where the setting may be less formal than the academy environment. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

## **9 Medical issues**

**9.1** The class teacher you are supporting or your supervisor should inform you of any pupils who have relevant medical needs, so that you are aware of any symptoms to look out for. All medical information about pupils is strictly confidential and therefore only very limited information will be provided.

**9.2** If a pupil requires medical attention inform a member of staff immediately. They will get a qualified first aider to attend to the pupil. Untrained students/volunteers should not administer first aid except in an emergency.

## **10 If you are unable to attend**

**10.1** If you are due to help in the academy, but are unable to do so because of illness or personal circumstances, please inform the academy by ringing 01795 428689 as soon as possible. Please use the answer phone messaging system if no one is available to take your call. This will help our staff adjust their plans if they know your support is unavailable.

## **11 Confidentiality**

**11.1** All information you may hear or see about a pupil is of a confidential nature. You should not discuss any pupil outside of academy that you have been working with directly or indirectly. This includes speaking to other parents about their child or other pupils, speaking to family and friends and posting messages online about your experiences in our academy, e.g. on Facebook or via email. If other parents approach you for information, always explain that you



are not allowed to discuss academy matters with them and ask them to speak with the class teacher or the Head teacher if they require further information.

## **12 Breaches to this Code**

**12.1** If the Headteacher believes that any of the above guidance and expectations has been breached, then it is at their discretion to instruct the individual to cease attending the academy as a student/volunteer.

**12.2** We want all the people who work within our academy to maintain the high standards of personal conduct outlined in these guidelines whilst they are on our academy site. If the Headteacher is concerned that events in your private life may affect the reputation of the academy and/or impact on the effectiveness and safety of those who work and attend our academy, he/she will instruct you to cease your support as a student/volunteer.

## **13 Policies**

**13.1** Upon agreeing and signing this 'Code of Conduct', you are agreeing to adhere to all the academy's policies and procedures. A list of policies you will need to read and sign prior to beginning work in the academy can be found in the student/volunteer policy. Further details about relevant policies can be found at the main office, on the academy website or by speaking to your supervisor.

## **14 Safeguarding training**

**14.1** Those students/volunteers that require a DBS check and meet the 'frequency and intensity' test will also need to attend academy safeguarding training prior to starting work in academy, and then attend subsequent updates on an annual basis.

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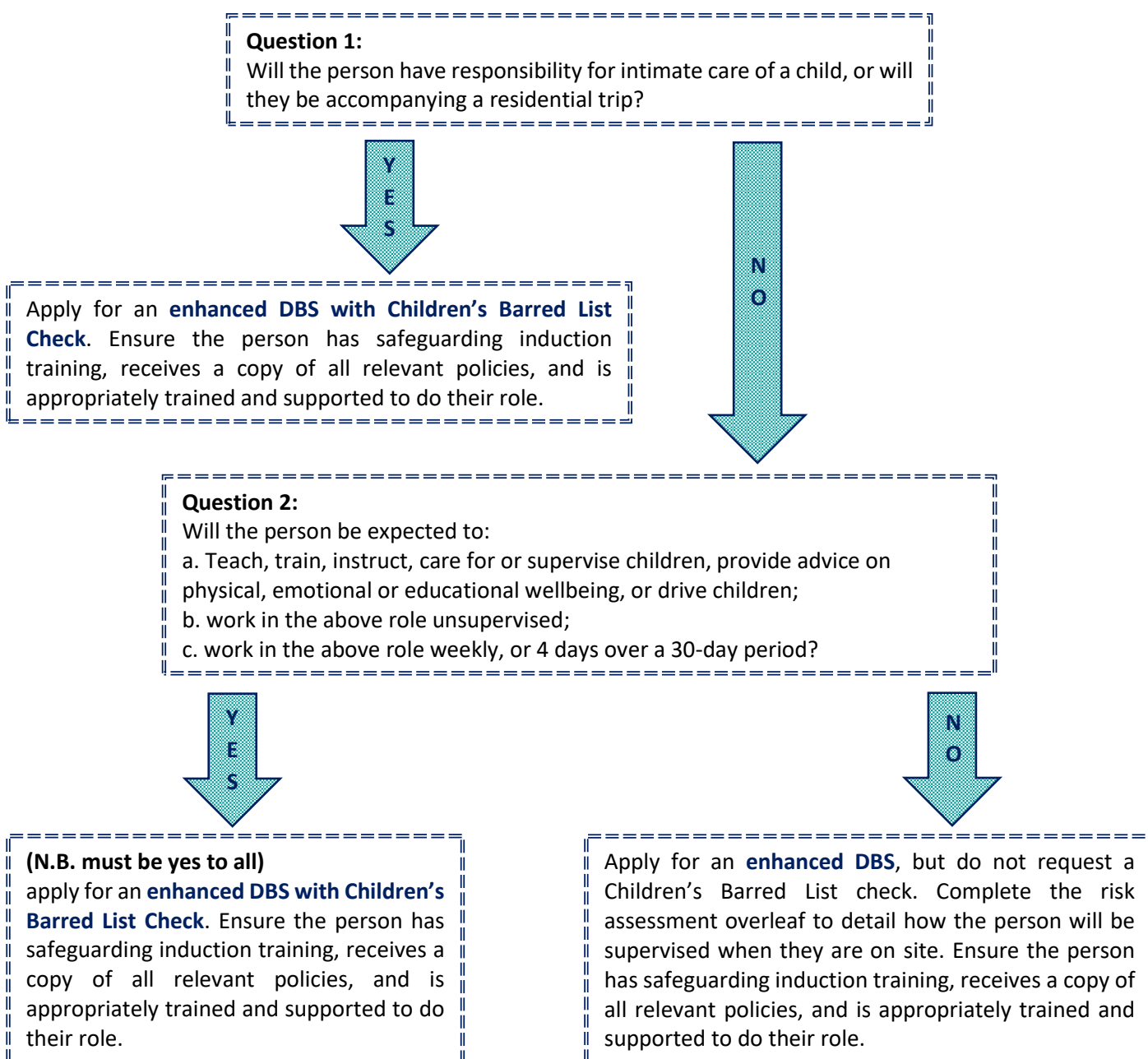
Name: .....

I have read and understood the contents of the 'Students/Volunteers Code of Conduct'. I agree to abide by the procedures and expectations for students/volunteers that are set out in this code.

Signed: .....

Date: .....

## Annex 5 – FLOWCHART AND RISK ASSESSMENT FOR CHOOSING THE RIGHT DBS CHECK



Name	Role
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Level of DBS required (please circle)	Enhanced DBS	Enhanced DBS with Children's Barred List check
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*Please turn over for the risk assessment.*

Annex 6 – Risk Assessment Academy:						Completed By:			Date:		
Activity: work undertaken by visitors, volunteers and/or students, for whom enhanced DBS and/or barred list checks have not been undertaken						Head Teacher:					
Hazard		Initial risk				Action plan			Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk (L/M/H)	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk (L/M/H)
Pupils at risk of harm/ abuse from supporting adults and visitors who have not had DBS / barred list / safer recruitment checks	Pupils	3	5	H	<ul style="list-style-type: none"> <li>DBS status of visitors is checked upon arrival. Non DBS checked visitors are not left unsupervised, do not work alone with children, and are escorted throughout</li> <li>A record of all adults on site is maintained</li> <li>All staff are aware of the visitor process and will challenge anyone without a sticker/lanyard</li> <li>Children are taught about how visitors are checked and what to do if they do not recognise someone in their academy</li> <li>Governors who are not DBS checked/barred list checked do not take part in any regulated activities and are treated as a non-DBS visitor</li> <li>Any non-DBS volunteers or students (including students under 16 on work experience) who are supporting activity that would be regulated if carried out more frequently or without supervision will be directly supervised and directed by a member of staff at all times</li> <li>No volunteers/ visitors/ students without an enhanced DBS check with children's barred list check will be involved or will observe any personal/ intimate care routines for a pupil</li> <li>Visitors are made aware of safeguarding and Health and Safety information on entry to the building; students and volunteers will receive an induction covering safeguarding, Health and Safety, whistleblowing &amp; confidentiality as a minimum</li> </ul>	(Insert any additional controls or checks of effectiveness)	(Insert initials or job role)	(insert date or frequency)			(must be medium or low; high or very high is not acceptable!)

**The level of risk is calculated by:**

**The likelihood**

**x**

**The Consequence**

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

**Risk rating:**

<b>1 – 4</b>	<b>Low (acceptable)</b>	No further action required
<b>5 – 9</b>	<b>Medium (adequate)</b>	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
<b>10 – 16</b>	<b>High (tolerable)</b>	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
<b>17 - 25</b>	<b>Very High (unacceptable)</b>	Do not undertake the activity. Implement immediate improvements