

RISK ASSESSMENT

Volunteers and Students

ESTABLISHMENT: St John's CE Primary School

2025 - 2026

Hazard List significant hazards which may result in serious harm or affect several people.	Who might be harmed? List groups of people who are especially at risk from the significant hazards identified.	Is the risk adequately controlled? List existing controls or note where the information may be found. (eg information Instruction training, systems or procedures)	What further action is needed to control the risk? List the risks which are adequately controlled and proposed action where it is reasonably practicable to do more.
Unsupervised contact with students	Pupils or volunteer	<ul style="list-style-type: none"> • Safer recruitment trained SLT will have checked procedures in place to ensure volunteers are suited to the tasks they perform. Vetting checks from colleges for students. References sought and verified sender to ensure candidates are suitable to work with children. • Induction interview with each candidate which includes statements about not being alone with children/ being visible by others at all times/ keeping themselves safe from accusations. No student or volunteer must take children to the toilet. • Volunteers and students are not permitted to provide intimate care to students. • All volunteers will have a DBS check with barring list check. 	Each volunteer or student will have a classteacher/ team to report to who will oversee their work - report to HT or Lead DSL if have concerns.
Lack of safeguarding knowledge	Pupils	<ul style="list-style-type: none"> • All volunteers are provided a copy of the school's Safeguarding policy and asked to read KCSIE part 1 	Further training can be offered if it is required

		<ul style="list-style-type: none"> • In the induction interview, all students and volunteers are asked appropriate questions around safeguarding. If answers are not inline with school practice, they are then taken through model answers for each scenario. • Safeguarding leaflet given out with school expectations on and a list of DSLs – also shown board with DSLs on • Volunteers and students are informed what to do in the event of a disclosure and who to speak to (DSL) if a concern about a child, (HT) a teacher, (CoG) the Head. • Volunteers have scenarios which include neglect and Prevent issues (which may not come from a disclosure) 	
Oversight regarding risks	Pupils	<ul style="list-style-type: none"> • Induction lead will be safer recruitment trained • The individual will always work in an area which is supervised • Volunteers and students are expected to sign in and out every day. • In addition to reading the safeguarding and KCSIE, a copy of key policies are kept on file and gone through at induction. These include: health and safety, behaviour, online safety (with acceptable use), volunteer policy, social media. • Volunteers and students sign to agree to the schools' expectations of conduct. They also sign a confidentiality agreement. • Volunteers and students to wear an orange lanyard at all times so staff aware they are DBS checked but not employed by school. • Any adults who do not have a DBS are to be risk assessed and must wear a red lanyard. They are to 	

		be escorted at all times during transitions e.g. to lunch/ toilet break and must be directly supervised when working with children.	
Allegations against students/ volunteers		<ul style="list-style-type: none"> • Allegations will be referred to the HT who will refer to LADO if meets threshold. • Where volunteers may be under 16 (work experience), contact will also be made with the DSL from their placement. • Students and volunteers sign to agree to code of conduct in their induction and have clear expectations regarding behaviour. 	
Poor selection process		<ul style="list-style-type: none"> • The school will not accept 'cold call' applications for volunteer or student placements other than Year 10 work experience. • All placements must either be parents known to the school who want to return to work, or placements that have been organised through the colleges and universities that St John's has an established link with. • Year 10 applications can email school to request a place, but the place will be secured following a successful CV, reference from a school and interview. • Volunteers must fill in an application form, provide a reference and be subject to the same checks that staff are required to have, including an online check. 	