

Litton Church of England Primary School



Volunteers Supervision Statement

Date Reviewed: 20.01.2026

Date Approved:

Approved by:

Version: 3

Signed:

A rectangular grey box containing the handwritten signature 'C. Hicks' in blue ink.

Mrs Caroline Hicks
Headteacher

A handwritten signature 'Emily Noble' in blue ink, written in a cursive style.

Mrs Emily Noble
Chair of Governors

Review date	By whom	Summary of changes made	Date implemented
17.3.2020	B Hanley	New Document	
30.04.2024	C.Hicks	Reviewed and updated	
20.01.2026	C.Hicks	Reviewed and updated	

Volunteers at Litton School

The school welcomes volunteers and regularly receives support from friends, families and local residents in a number of capacities. We want to ensure that all members of our community operate in a safe and secure environment and have developed policies and procedures to ensure that safety is maximised.

We use the following guidance from Derbyshire Local Authority when performing checks on the suitability of volunteers.

Volunteer Handbook

Volunteer are given an induction talk by the Headteacher and also a leaflet setting out expectations.

Guidance for Risk Assessing Volunteers

Safer Recruitment and Disclosure & Barring Update – Supervised Volunteers

Following the latest issue by the Department for Education (DfE) of revised 'Keeping children safe in education' (KCSiE) guidance, , the Local Authority (LA), has taken the opportunity to review procedures in relation to the service provided for processing requests for DBS checks. This letter relates to the procedure for undertaking employment checks for volunteers.

The Protection of Freedoms Act 2012 removed 'supervised volunteers' from regulated activity but applied a duty on the Secretary of State to issue guidance to assist schools in deciding what level of supervision is required so that this exclusion would apply.

In order to determine what level of pre-engagement checks or vetting should apply to a person volunteering to work in a school, the school will need to:

- determine whether the activities in which they will engage would meet the definition in KCSiE of 'regulated activity',
- if it meets that definition but the volunteer will be supervised then the school needs to determine whether the supervision to be applied would meet the statutory guidance setting out the level of supervision that is required in order for the exclusion from being defined as regulated activity would apply. That is, that the person can be deemed a 'supervised volunteer'.

For the exclusion to apply:

- there must be supervision by a person who is in regulated activity,
- the supervision must be regular and day to day (it must be ongoing and not reduce when the volunteer has been doing the activity for some time); and
- the supervision must be reasonable to ensure the protection of children (bearing in mind the requirements of the children and the context of the school setting).

In determining whether the level of supervision to be applied is appropriate to the situation and, in particular, fulfils the statutory requirements, schools should consider:

- the ages of the children and whether they differ widely,
- the number of children in the group the individual is working with,

- whether other workers or volunteers are directly helping to look after the children,
- the nature of the individual's work and individual's opportunity for contact with children,
- the level of vulnerability of the children,
- how many volunteers are being supervised by the worker who is in regulated activity and responsible for supervising.

The physical design of the setting, in terms of ease of visual and auditory supervision. A sample form that schools may wish to use to support them in carrying out this assessment is attached. (Appendix A). Schools are only legally required to obtain an enhanced DBS certificate, including Barred List information, for those in regulated activity. Therefore schools are not able to request a barred list check on a volunteer who is supervised at a level that meets the statutory requirements, as a 'supervised volunteer' is therefore not in regulated activity. However, KCSiE does provide for schools to obtain an enhanced DBS certificate (but **not** including barred list information) for volunteers not engaging in regulated activity but who do have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers. Schools should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any supervised volunteer.

In doing so they should consider:

- The nature of the work with children (this would include some of the same factors as considered above, see sample risk assessment form, Appendix B)
- What the establishment knows 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 suitability; and
- Whether the role is eligible for an enhanced DBS check.

Previously the Council followed DBS guidance that supervised volunteers will not be subject to an enhanced DBS check, as it is not a legal requirement and schools have robust systems of supervision. However, in accordance with the KCSiE guidance requests from schools and academies to seek an enhanced DBS check on supervised volunteers will now be considered, where the school assess that there is a particular case for doing so.

The school should undertake a risk assessment to determine whether to seek an enhanced DBS check for a supervised volunteer. An example form is provided below to support this process (appendix B)

An illustration of a completed risk assessment form is attached in Appendix C.

At the present time this new facility to request such checks will be free of charge as it is currently for volunteers, although, depending on the level of work generated, an administration charge (currently £10.00) may have to be considered in future for all volunteer checks. It is also worth alerting schools to the likelihood that a significant increase in submissions to the Disclosure and Barring authority for checks on supervised volunteers may result in a challenge as to whether this amounts to excessive use of the discretion provided for in the statutory guidance and therefore whether the checks are in fact legitimate.

In conclusion, if there are any queries in relation to this matter please contact the Schools HR Advisory service on (01629535734). The discretion now available to schools, to seek enhanced DBS checks for supervised volunteers (but **not** barred list information), is intended to enable schools to fully access the flexibility provided in the guidance to consider whether the particular circumstances surrounding such a volunteer suggests that seeking an enhanced DBS check is justified.

Appendix A

Assessing whether the level of supervision meets statutory requirements for 'Supervised Volunteers'

Record relevant information in the spaces in order to reach a determination in the final section.

**Name of
Volunteer.....**

1. Age range of children

2. Number of children in the group, giving particular consideration to one to one activity

3. Whether other workers or volunteers are directly helping to look after the children

4. The nature of the work and opportunity for contact with children (ie what sort of activity is being undertaken and level of personal contact with children)

5. The level of vulnerability of the children

6. The number of volunteers being supervised by the worker who is in regulated activity and responsible for supervising.

7. *In addition schools may want to consider* the physical design of the setting, in terms of visual and auditory supervision.

Conclusion, does the level of supervision meet statutory requirements? Yes / No

If the answer is 'no' then the person is in regulated activity and an enhanced DBS check plus barred list check is required.

Appendix B

Risk assessment form to support consideration of whether there is justification for seeking an enhanced DBS check, with no barred list information, on a supervised volunteer.

Risk Assessment undertaken by.....

Position.....

Date.....

Signature.....

The nature of the work with children, to include consideration of the type of, and opportunity for, personal contact with children and the physical design of the setting.

What the establishment knows 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 suitability

In addition schools may want to consider whether the children are particularly vulnerable

Recommendation – whether the school should seek an enhanced DBS check with no barred list information.

Yes /No