

LDST Policy for Recruiting Volunteers (From September 2026)

OUR TRUST PRAYER

Heavenly Father,
Let peace, friendship and love
grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve,
Together with Jesus.

Amen

Contents

1. Purpose
2. Introduction
3. Relevant legislation and guidance
4. Definition of volunteers
5. How to apply to become a volunteer
6. Undertaking a risk assessment
7. Procedures for recruiting volunteers
8. Appendices

Appendices

1. Volunteer risk assessment form
2. Examples of the outcomes of risk assessments
3. Detailed procedures for recruiting different types of volunteers
4. Volunteer basic information form
5. Volunteer application form
6. Volunteer reference template
7. Notes of any discussions with the volunteer applicant or referees during the recruitment process
8. Volunteer self-disclosure form
9. Volunteer recruitment checklist
10. A volunteer role description

Purpose

This policy aims to ensure that Trust schools have due regard for the safe recruitment of volunteers and that the Trust's processes and procedures are informed by the guidance in [Keeping Children Safe in Education](#) and relevant legislation.

Introduction

The right of all to have an excellent education is at the heart of everything we do. "... an uncompromising vision for, and a commitment to, ensuring that pupils across Liverpool Diocesan Schools Trust benefit from a high-quality education. This is irrespective of pupils' background or ability." Ofsted 2023

[Liverpool Diocesan Schools Trust](#) welcomes everyone, people of all faiths and none so that we can *Learn, Love and Achieve, Together with Jesus*. We expect everyone working with the Trust to support our vision and values.

Our schools welcome volunteers who can bring skills, hobbies, interests and experience that enhance learning and extra-curricular opportunities for our children. Volunteers can include governors, parents, carers, former pupils, students on work experience or placements, local residents and friends of the school.

Volunteers may be involved in a range of activities including helping children to read, working with small groups of children or individual children, accompanying school trips, supporting the class teacher, supporting specific curricular activities e.g. ICT or art, supporting school administration tasks, helping to create school displays or extra-curricular activities and school clubs.

Relevant legislation and guidance

Section 3 of [Keeping Children Safe in Education](#)

[Regulated activity in relation to children scope: Factual note by HM Government](#)

[Regulated activity with children in England and Wales](#)

(From September 2026, supervised volunteers are no longer exempt from regulated activity)

[Eligibility guidance for enhanced DBS checks](#)

[Ministry of Justice - Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)

[DBS filtering guide - GOV.UK](#)

[Disqualification under the Childcare Act 2006](#)

[The Crime and Policing Act 2026](#)

[Gov Guidance: Regulated activity: removal of the supervision exemption \(comes into force 1st September 2026\)](#)

Useful organisations

[Nacro](#): They provide expert advice and advocacy to people with criminal records, as well as expert advice, support and training to employers and organisations responsible for interpreting and managing this information.

[Unlock](#) is an independent charity, providing trusted information and advice services for people with convictions.

Unlock provide independent and impartial [advice and support to employers and HR professionals](#) that are receiving and/or making recruitment decisions based on criminal record information.

Definition of volunteers

Schools need to consider a number of different types of volunteering roles:

1. Volunteers recruited directly by a school who will be working in **regulated activity are required to have an enhanced DBS certificate with a children's barred list check.**

*The Crime and Policing Act 2026 made changes to regulated activity, meaning that any person volunteering in a school or college in a role that involves teaching, training, instructing or supervising children frequently or on more than 3 days in a 30-day period or overnight is now in regulated activity. **Where this applies, schools or colleges should obtain an enhanced DBS check with children's barred list information.***

A person will also be in regulated activity if, as a result of their work or volunteering, they:

- will be responsible, on a frequent basis in a school or college, for teaching, training instructing, caring for or supervising children, providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children, or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Where a person volunteers in multiple settings, each instance of teaching, training, instructing, caring for or supervising a child counts towards the 'on more than 3 days in a 30-day period' period condition.

Hence if they volunteer for 4 days a month, even if each of the 4 days in that month is in a different school, then they are considered to be in regulated activity.

As part of the recruitment process an enhanced DBS certificate with a children's barred list check must be obtained for any volunteer working in regulated activity.

Where a school or college has an **existing volunteer** who will now be in regulated activity from 1st September 2026 because of the changes brought in by the Crime and Policing Act 2026, they must check their children's barred list status. This should be done by obtaining an enhanced DBS check with a children's barred list check.

Schools and colleges are able to obtain a **standalone barred list check** if the school or college has recently obtained an enhanced DBS check without children's barred list information, and there has been no break in service since that certificate was issued. The standalone barred list check can be obtained through the Department for Education (DfE) [check a teacher's record](#) service.

Volunteers should be encouraged to join the **DBS Update Service** which is free to them.

2. Volunteers recruited by a third-party organisation who are deployed to work at the school. **An enhanced DBS certificate with a children's barred list check will be required if they work in regulated activity.**
3. Occasional or one-off volunteers who are known to the school (e.g. a parent or carer) and who volunteer for a standalone activity. These could include for example: a school trip, a helper at a school fête or sports day. The volunteer's activity must be appropriately **supervised and not in regulated activity**. At the Headteacher's discretion and having undertaken a risk assessment, they may be able to volunteer *without* the school obtaining an enhanced DBS certificate.

However, the school is still able to obtain an enhanced DBS certificate even if they are not required to do so. See risk assessment below.

Schools should seek advice from the Central Team about the eligibility for an enhanced DBS certificate without a children's barred list check.

Volunteers are eligible for an enhanced DBS certificate (without a children's barred list check) if the activity would be regulated activity when undertaken frequently.

4. Where a volunteer is not eligible for an enhanced DBS certificate (without a children's barred list check) the school should consider obtaining a basic DBS certificate. This could include a volunteer with no access or contact with children and regardless of the frequency of the activity.

If the proposed volunteering activity falls outside the definitions above, the school should seek advice from the Trust's Central Team as to how to proceed.

Students on work experience

Keeping Children Safe in Education Children does **not** recognise children and students on work experience placements, via a secondary school or college, as volunteers:

The student should remain supervised by a school member of staff and undertake an appropriate safeguarding induction. These placements typically lasts no longer than two weeks.

Keeping Children in Education states:

'If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or sixth form college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity relating to children. In these cases, and where the child doing the work experience is 16 years of age or over, the work experience provider e.g. school or sixth form college should consider whether a DBS enhanced check should be requested for the child in question. DBS checks cannot be requested for children under the age of 16.'

The school should seek advice from the Trust's Central Team as to what checks are required. A risk assessment should always be undertaken and retained.

How to apply to become a volunteer

Anyone considering volunteering should make an enquiry to the school. They will then have an initial discussion with a senior member of staff. This conversation will determine if the volunteering activity requires a simple application form to be completed, leading to a recruitment process that may take a number of weeks. This will include seeking suitable references and obtaining a DBS check.

All volunteers will need to complete a basic information form in order to provide any relevant information about their health, disabilities or other needs that will enable the school to support them in their volunteering role and support their health, safety and well-being.

A risk assessment must be undertaken by the school and retained for all volunteers. The risk assessment will support the school to determine what level of DBS check, if any, is required. (Appendix 1)

Undertaking a risk assessment

KCSiE states:

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

KCSiE states the risk assessment should consider:

- *the nature of any work with children*
- *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 their suitability, and*
- *where the role is not regulated activity, whether another level of DBS check might be appropriate, such as: an enhanced DBS check without barred list information, for volunteers who would be in regulated activity but do not volunteer frequently, or a basic DBS check for any other volunteer who may have access to children.*

Details of the risk assessment should be recorded.

School Improvement Liverpool provides a risk assessment template which is adapted by the Trust. The completed risk assessment should be retained.

Examples of the outcomes of risk assessments can be found in appendix 2.

Procedures for recruiting volunteers

A risk assessment should be undertaken on all volunteers. All volunteers should have **an initial discussion** with a senior leader to determine the nature and frequency of the volunteering and whether a full recruitment process is needed.

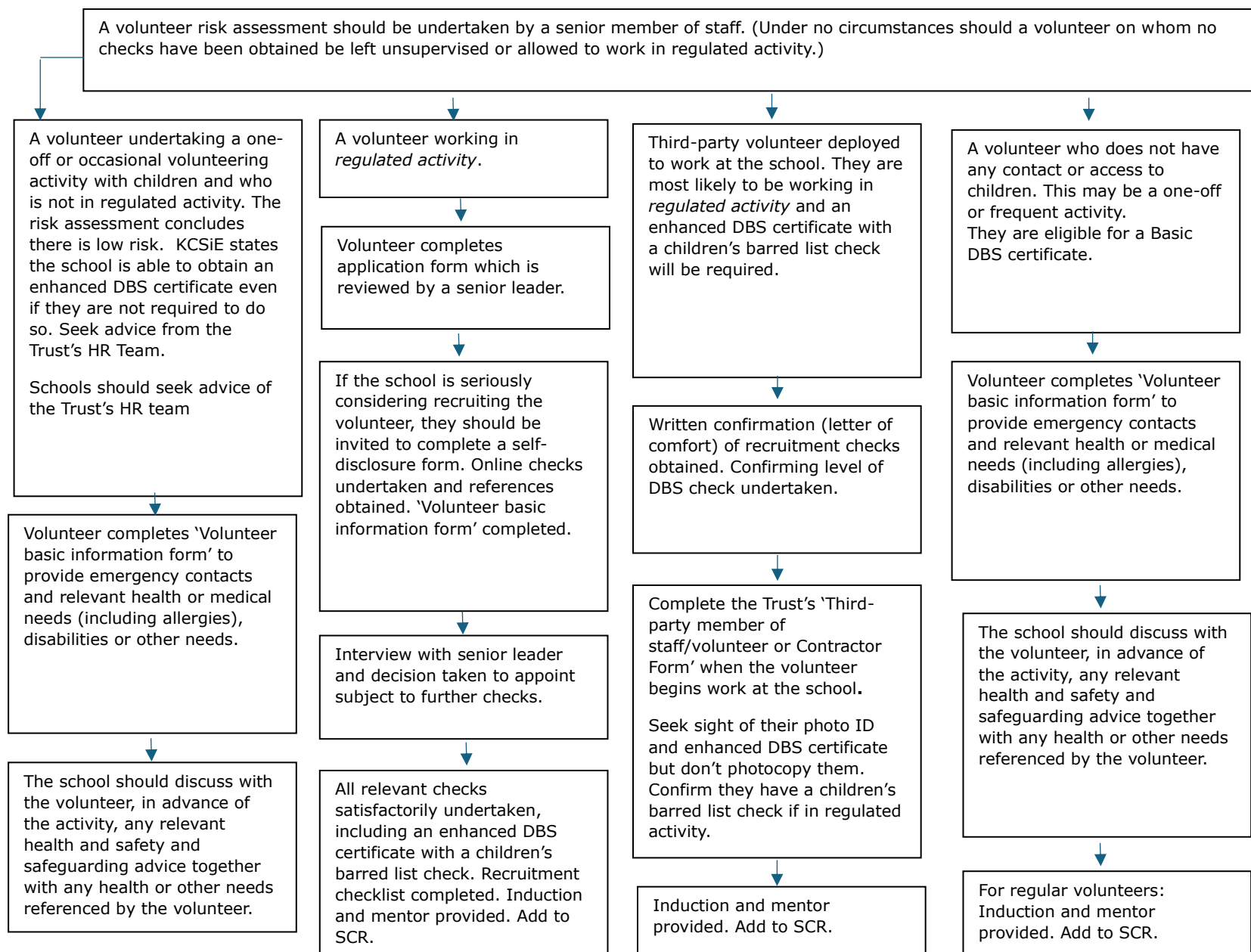
They should be provided with or signposted to:

- LDST's Policy for Recruiting Volunteers.
- The school's safer working practice policy for adults working in the school
- The school's child protection policy

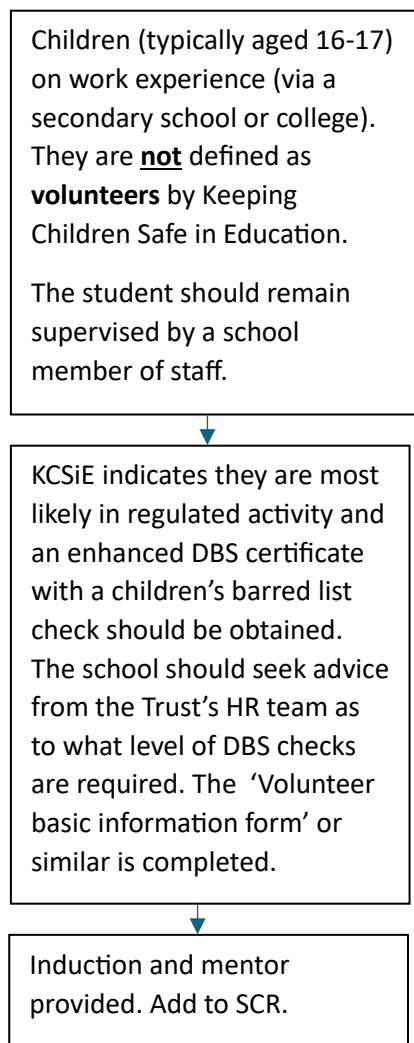
- Trust policies pertaining to the approach to ex-offenders

The **flowchart** below summaries the Trust's approach to recruiting different types of volunteers. Detailed procedures can be found in appendix 3.

The Trust's approach to recruiting different types of volunteers



Those on work experience at the school:



Review Schedule

Policy Author	HR Lead
Policy Approver	Board of Directors
Current Policy Version	1.0
Policy Effective From	1 st September 2026
Policy Review Date	1 st September 2027

Revision Schedule

Version	Revisions	By whom
1.0	Policy created.	HRL

Appendix 1: Volunteer Risk Assessment Form

Volunteer Risk Assessment Form	
Name of Volunteer	
Start Date	
Risk Assessment completed by:	Name:
	Position:
The risk assessment by school leaders should consider: What is the nature of the volunteering work with children including the age and vulnerability of the children? What does the school know about the volunteer, including formal or informal information offered by staff, parents and other volunteers? Does the volunteer have other employment or undertake other voluntary activities where referees can advise on their suitability? Do they volunteer with any other organisations or settings with children?	
Consideration of DBS checks:	
Q1.	The volunteer has provided appropriate documents so that their identity can be verified? Yes Only proceed to Q2 if you have been able to verify their identity using DBS ID guidelines.
Q2.	I have read and understand the definition of regulated activity in Keeping Children Safe in Education. I have read the updated 2026 guidance Working or volunteering in regulated activity with children Please Note: Under no circumstances should a volunteer on whom no checks have been Yes Proceed to Q3

	obtained be left unsupervised or allowed to work in regulated activity	
Q3.	Is the volunteer working in regulated activity? A person will also be in regulated activity if, as a result of their work or volunteering, they: • will be responsible, on a frequent basis (more than 3 days in 30) in a school or college, for teaching, training instructing, caring for or supervising children, providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children, or • engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once. Where a person volunteers in multiple settings, each instance of teaching, training, instructing, caring for or supervising a child counts towards the 'on more than 3 days	Yes An Enhanced DBS certificate <u>with</u> a children's barred list check is required. This is a legal requirement. No Go to Q4 and consider if an Enhanced DBS certificate without a children's barred list check should be considered.

	in a 30-day period' condition. If they volunteer for more than 3 days in a month, even if each of days is in a different school or setting with children, then they are considered to be in regulated activity. DBS Eligibility Tool	
Q4.	Are they eligible for an enhanced DBS certificate without a children's barred list check because they would be in regulated activity if the activity was undertaken frequently? Hence the volunteer has contact with children. DBS Eligibility Tool	Yes The school should consider obtaining an enhanced DBS certificate without a children's barred list check for an occasional or 'one off' volunteering activity where there is contact with children , even if it is not mandatory. School leaders should consider the factors set out at the beginning of this risk assessment. It is Trust Policy to always undertake an enhanced DBS certificate where the school has little prior knowledge of the volunteer or were school leaders have determined this is appropriate. It is also Trust Policy to consider the need supervise any volunteer who is a 'one-off' or occasional activity, even when an enhanced DBS certificate has been obtained. No The school should consider obtaining a Basic DBS certificate for any volunteer who has no access or contact with children, regardless of the frequency of the activity. Again, school leaders should consider what is known about the volunteer.
Decision: Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity A. An Enhanced DBS Certificate <i>with</i> a children's barred list check is required because the volunteer is in regulated activity.		

- B. An Enhanced DBS Certificate *without* a children's barred list check will be obtained because they have contact with children and school leaders have deemed it necessary.
- C. A Basic DBS Certificate will be obtained. Although the volunteer will have no access to children or contact with children school leaders have deemed it necessary.
- D. No DBS checks will be obtained:
- They will not be in regulated activity
 - They will never be left alone with children
- And either
- They will have supervised contact with children in a 'one-off' or occasional activity. School leaders have determined the activity low risk and there are no concerns. The volunteer is known to the school.
 - They will no access or contact with children. . School leaders have determined the activity low risk and there are no concerns. The volunteer is known to the school.

Where a decision is made to undertake a criminal record check or require a criminal self-disclosure, the volunteer should be provided with the Trust's policy for the recruitment of ex-offenders. If the volunteering role is eligible for an enhanced DBS certificate, they should be advised that it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020).

Summary of decision including reference to the nature of activity undertaken, frequency, contact with children, supervision of the volunteer and knowledge of the volunteer.

Are further overseas checks required for the volunteer? Yes / No

Signed:

Date:

Appendix 2: Examples of the outcomes of risk assessments

Jane would like to volunteer twice a week to listen to children read in KS2. This will involve working unsupervised with children outside of the classroom. Jane has been a parent at the school for a number of years. She has volunteered at the local library for some time and can provide references to her suitability. The school's risk assessment concludes that Jane will be working in regulated activity and an enhanced DBS certificate with a children's barred list check will be required.

Mandy is studying at the local college to become an early year's classroom assistant. Separate to her studies, she has approached the school seeking to volunteer one day a week in the school's nursery. She is well known by one of the school's teachers. Her college can provide a reference as to her suitability to work with children, as can a previous placement. Over time this activity will include personal care of very young and vulnerable children. The school's risk assessment concludes that Mandy will be working in regulated activity and an enhanced DBS certificate with a children's barred list check is required.

Christopher is a parent. His daughter's Y6 class is visiting the local museum for an afternoon in a few weeks. The teacher and two teaching assistants will be responsible for the group. Christopher asks if he can volunteer to support the visit. He will be supervised throughout the trip by the class teacher. Christopher anticipates this will be a one-off volunteering activity with the school and does not plan to volunteer frequently. He works for the council's planning department and is well known to the school. The school's risk assessment concludes that no DBS checks are required as the volunteering activity is not frequent or in regulated activity and is low risk and no concerns have been identified. However, the school is able to obtain an enhanced DBS certificate because the volunteering activity would be a regulated activity if done frequently.

Michelle's daughter is in year five. Her daughter is anxious about attending a weekend trip to an outwards bound centre. Michelle offers to accompany the group as a volunteer. Michelle is well known to the school and volunteered some years ago as a parent helper providing general classroom support. As the trip is *overnight* Michelle will be engaged in regulated activity and the school's risk assessment concludes that an enhanced DBS certificate with a children's barred list check is required.

A local reading charity approaches the school offering to deploy a volunteer reader twice a week. They can provide written confirmation that they have undertaken an enhanced DBS certificate with a children's barred list check. The school accepts

the written confirmation and seeks sight of their DBS certificate and Photo ID when they first visit the school.

Tony is a parent at the school. He would like to support the coaching of the school's football team. This will not involve him driving children unaccompanied. His volunteering activities will not involve personal care, although he will have frequent supervised contact with children. He will be supervised by a teacher who is in regulated activity. The school's risk assessment concludes that Tony, as a supervised volunteer, WILL be working in regulated activity and an enhanced DBS certificate with a children's barred list is required. If Tony's volunteering activities started prior to September 2026 he would now require an enhanced DBS certificate with a children's barred list check as supervised volunteers are no longer exempt from regulated activity.

Fred is a governor within the school. However, he undertakes additional volunteering activities at the school listening to children read, at least a day a week. This is sometimes unsupervised. The school's risk assessment concludes that Fred will be working in regulated activity and an enhanced DBS certificate with a children's barred list check is required.

Terry offers to help build the 'set' for the school's upcoming play. He will do this during one weekend with a member of staff when no children are present. He is well known to school staff and there are no concerns. The school conclude no DBS checks will be undertaken although he would be eligible for a basic DBS check.

Appendix 3: Detailed procedures for recruiting different types of volunteers

The volunteer risk assessment (appendix 1) must be completed for all volunteers.

For those working in regulated activity, recruited by the school:

1. The volunteer should be requested to complete a volunteer application form. This should be reviewed by a senior leader.
2. If the school is seriously considering recruiting the volunteer then the volunteer should be asked to complete the 'Volunteer self-disclosure form' (appendix 8) as the role is exempt from the provisions of the [Rehabilitation of Offenders Act 1974](#). This provides opportunity to discuss any cautions and convictions with the applicant before the DBS certificate is obtained.
3. The school should undertake 'online checks', as defined in KCSiE, in the same manner they would do if they were recruiting a paid member of staff.
4. References should be obtained. A senior leader should contact referees where any information provided is vague or insufficient.
5. The Trust's 'Volunteer basic information form' should also be completed as this provides the applicant with opportunity to inform the school of any relevant health issues, disabilities and provide emergency contact information.
6. The volunteer should be invited to an interview to discuss/further discuss:
 - the person's motivation for volunteering
 - the type of volunteering activity they are seeking to engage in
 - any experience, hobbies, interests or skills they can bring to the role, specifically any past volunteering activity and work with children
 - any issues arising from the online checks, self-disclosure form or references
 - any specific queries they may have about the role or recruitment process

A decision is taken to appoint the volunteer subject to further checks:

7. For those working within the scope of the [Disqualification under the Childcare Act 2006](#) the school should confirm they are not disqualified.
8. The school should seek documents to verify their ID, including photo ID.
9. If the volunteer has lived or worked abroad then the school should seek advice from the Trust's HR Lead as to whether further overseas checks are required.

10. There is normally no requirement to undertake a right to work check on someone who undertakes volunteering activities. Advice can be sought from the Trust's HR team.
11. If the applicant has worked as a teacher or engaged in teaching activities, consent (via the self-disclosure) should be obtained in order to undertake a teacher status check.
12. The school should obtain an enhanced DBS certificate with a barred list check. (If the person already has an enhanced DBS certificate, but is not part of the DBS Update Service, then the school should seek advice from the Trust HR Lead as to whether the school should obtain a new certificate).
13. The school should complete the Trust's risk assessment form if the DBS certificate discloses any criminal cautions or convictions.
14. Following satisfactory completion of all relevant recruitment checks the volunteer should be given a start date and induction. This should cover, as a minimum:
 - The Trust's safeguarding induction booklet
 - Key tasks, expectations and responsibilities
 - The role of the volunteer's mentor
 - The code of conduct for staff and volunteers
15. The school should complete and retain the Trust's 'Checklist for the Mandatory Safeguarding Induction of All Staff & Volunteers' and retain this on the volunteer's personnel file.
16. The school should complete and retain the 'Volunteer Recruitment Checklist' (appendix 6) and enter their details on the school's single central record.

For all occasional/'one off' volunteers with contact with children:

They should be asked to complete the '*Volunteer basic information form*' (appendix 4) before volunteering activity takes place. A further discussion with the volunteer will be needed to provide any guidance, including relevant health and safety and safeguarding advice, ahead of the volunteering activity. The senior leader should also discuss any relevant health issues, or other information that the volunteer has provided. **Schools will undertake a review of their existing information about the volunteer for any indication of risk factors relating to the individual as part of the risk assessment.** The school should consider what is known about the volunteer and whether it would be appropriate to obtain references.

Where a decision is made to undertake a criminal record check, the volunteer should be provided with the Trust's policy for the recruitment of ex-offenders. If the volunteering role is eligible for an enhanced DBS certificate they should be advised that it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020).

The above paragraph also applies to volunteers who have no access or contact with children except the school would consider the need to obtain a Basic DBS check rather than an enhanced DBS check.

Volunteers recruited by other organisations and deployed to work at the school:

1. The school should seek written confirmation (letter of comfort) that the organisation who has recruited the volunteer has undertaken appropriate safer recruitment checks. The Trust provides a 'Comfort letter' template for this purpose.
2. The school should complete the Trust's 'Third-party member of staff/volunteer or Contractor Form' when the volunteer begins work at the school.
3. The school should seek sight of their photo ID and enhanced DBS certificate (with/without a children's barred list check, as required) but not photocopy them. A children's barred list check will be required for all volunteers in regulated activity.
4. The school should consider the need to provide the volunteer with an appropriate induction and assign them a member of staff to act as mentor.
5. The school should complete and retain the 'Checklist for the Mandatory Safeguarding Induction of All Staff & Volunteers' provided by the Trust. The volunteer should be provided with the Trust's safeguarding induction booklet.
6. The school should enter their details on the school's single central record.

Appendix 4: Volunteer Basic Information Form

Volunteer Basic Information Form	
Full Name	
Home Address (including postcode)	
Contact phone numbers	Mobile: Home:
Email address	
Emergency contacts	Name: Phone number: Relationship to volunteer: Name: Phone number: Relationship to volunteer:
Do you have any health or medical needs (including allergies), disabilities or other needs that are relevant to your work in school and that you would like to discuss with a senior member of staff? (This should help key staff to support you in your volunteering role).	If yes, please provide brief details:
Are you a friend or relative of a child, volunteer, governor or member of staff?	
Signed by hand: Date:	

Appendix 5: LDST Volunteer Application Form

LDST Volunteer Application Form	
Personal details	
Title (Mr, Mrs, etc)	
Forename (s)	
Surname	
Any previous names	
Address (including postcode)	
Contact phone numbers	Mobile: Home:
Email address	
Are you a friend or relative of a child, volunteer, governor or member of staff?	
Experience, Interests and Qualifications	
Why would you like to volunteer at this school and what type of volunteering activity would you like to undertake? Do you have a preferred age range you would like to volunteer with?	
What qualities, skills, hobbies or interests could you bring to the role? (including languages spoken, sports, arts etc)	
What relevant training, education/qualifications, employment or volunteering history do you have, including any current employment or volunteering? Provide details of any paid work or unpaid work with children.	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
Am					
Pm					
Before school					
After school					
Lunchtime					
How many hours per week would you consider volunteering?					
Can you commit for at least 12 weeks?					
References					
Please provide details of two referees who can comment on your suitability to work with children. If you currently work or volunteer with children you must include these as a referee.					
Name of Referee			Name of Referee		
Job Title (if Appropriate)			Job Title (if Appropriate)		
Relationship to you			Relationship to you		
Address			Address		
Telephone number			Telephone number		
Email			Email		
Information on further recruitment checks					
Following consideration of your application form the following checks may become necessary during the recruitment process. We will only undertake these checks if we are seriously considering appointing you as a volunteer. <u>Criminal self-disclosure:</u>					

As this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) applicants are required to complete a criminal self-disclosure form. Legislation sets out that anyone undertaking certain work or activities with children may be required to disclose their cautions or convictions even if it is considered spent under the 1974 Act **unless they are protected** and do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#). In addition, [Nacro](#) and [Unlock](#) can provide applicants with impartial advice as to which cautions and convictions do not need to be disclosed because they would be 'filtered' from an enhanced DBS certificate.

If your application is successful, but before your appointment is confirmed, any self-disclosure information will be checked against information from an enhanced DBS certificate obtained from the Disclosure and Barring Service. Any cautions or convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

Online checks

During the recruitment process, we will carry out an online search as part of our due diligence on any applicant who *we are seriously considering for a volunteering role*. If there is anything you wish to make us aware of, prior to the search being completed, please contact **Name** via **email address / telephone number** by **Date**

Disqualification under the Childcare Act 2006:

The Childcare (Disqualification) Regulations 2018 sets out that it is an offence to engage in childcare if you are disqualified to do so. If the post you are applying for falls within the scope of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here:

www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

Overseas Checks

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements.

Teacher Prohibition Orders, Interim Orders and Teacher Sanctions

If you have previously been employed as teacher or engaged in 'teaching activities' as defined engaged in 'teaching work' as defined by the [Teacher Regulations 2012](#), you will be asked to declare that you are not prohibited or sanctioned from teaching by the Teacher Regulation Agency (formerly GTCE).

We will also seek your consent to undertake a 'teacher status check' with the Teacher Regulation Agency to confirm you are not prohibited.

DBS Checks

For posts in regulated activity, the enhanced DBS certificate will include a children's barred list check.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children in 'regulated activity' if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

Liverpool Diocesan Schools Trust adheres to the Disclosure and Barring Service's (DBS) 'Code of Practice' and has policies pertaining to the recruitment of 'ex-offenders'.

Declaration

I declare that the information provided in this form is, to the best of my knowledge, true, correct and accurate.

Signed by hand:

Date:

The data you provide within this application form and other sources relating to your application form (including references) will be stored and processed in accordance with General Data Protection Regulations.

Next Steps

Once your application has been reviewed we will begin the recruitment checks outlined above. You will also be required to bring identity documents (e.g. passport, driving licence) with you so that we can verify your identity. We may need to discuss further with you information you have shared on your application form or the recruitment checks we undertake.

Once all the recruitment checks have been satisfactorily completed, you will have opportunity to discuss further the role with your mentor. Your availability, working pattern and start date can be agreed.

You will then undertake safeguarding induction training before commencing volunteering.

Appendix 6: Volunteer Reference Template

Reference for Volunteer Post	
<i>Name of volunteer</i> has applied to volunteer to work at <i>Name of School</i>. This will involve working with young children, some of whom may be vulnerable due to their needs. We are grateful for any information that you can provide that can assist us to assess their suitability for the role.	
Name of Referee:	
How do you know the applicant:	
How long have you known the applicant:	
Please comment on their trustworthiness, integrity, reliability and diligence:	
What other skills, qualities or experiences do you feel make them suitable for volunteering at a primary school:	
Do you know of any reason why the applicant is not suitable to work with children:	Y/N If yes, provide details:
Signed: Print name: Date: Telephone number:	

Appendix 7: Notes of any discussions with the volunteer or others during the recruitment process

Notes of any discussions with the volunteer during the recruitment process			
Date	Discussion with:	Notes:	Signed

Appendix 8: Volunteer self-disclosure form

Name of School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. As this volunteering role is exempt from the Rehabilitation of Offenders Act 1974, you are required to complete the criminal self-disclosure below.

An enhanced DBS certificate with a children's barred list check will also be undertaken before you begin your volunteering activity as it is deemed in regulated activity. Therefore, we have asked for relevant information below about any Enhanced DBS certificate that you may already have.

If you have previously been a teacher we will seek your consent to establish that you are not prohibited from teaching.

If the post is within the scope of the [Disqualification under the Childcare Act 2006](#) you will be required to disclose if you are disqualified from providing childcare.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, which is available on request. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020 some minor offences are now protected (filtered) and should not be disclosed and cannot be taken into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website. A flowchart to support you can be found [here](#).

NACRO - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock - <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

Volunteer Self-Disclosure Form	
Personal Details	
Surname	Forename(s)
Previous names (if any)	Date of Birth
Current enhanced DBS certificate information	
Do you hold an enhanced DBS certificate?	Y/N
Does it contain a children's barred list check?	Y/N
Date of issue	
Do you subscribe to the DBS Update Service?	Y/N
If yes: Do you consent to a 'status check' on the DBS Update Service	Y/N
If yes: Please provide your enhanced certificate no:	
Applicants that have been previously engaged in teaching (only):	
Have you ever been employed as a teacher or engaged in 'teaching work' as defined by the <u>Teacher Regulations 2012</u> .	Y/N
If yes, have you ever been prohibited or sanctioned from teaching?	Y/N
If yes, provide details here including dates and sanctions:	
Do you consent to a ' <u>teacher status</u> ' check to confirm you have not been prohibited or sanctioned from teaching?	Y/N
If yes, please provide your teacher reference no and date of qualification:	Teacher reference number: Date of qualification:
If the post is within the scope of the Disqualification under the Childcare Act 2006 you will be required to disclose if you are disqualified from providing childcare. Applicants for volunteering posts in early years or later years childcare (wrap around care) only:	

Are you disqualified under the Disqualification under the Childcare Act 2006 ?	Y/N
If yes, provide details here, including dates and sanctions:	
Criminal self-disclosure	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Y/N
If yes, please provide details here, including dates and sanctions:	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Y/N
If yes, please provide details here, including dates and sanctions:	
Are you included on the DBS children's barred list?	Y/N
If yes, please provide details here, including dates and sanctions:	
Have you ever worked outside the UK for more than 12 months in the last 10 years?	Y/N
If yes, please provide details here, including dates:	
Are you subject to any sanctions relating to work with children in any country outside the UK?	Y/N
If yes, please provide details here, including dates and sanctions:	
Declaration	
<i>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that a senior</i>	

member of staff at the school may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my volunteer personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed by hand:

Date:

Appendix 9: Volunteer Recruitment Checklist

Volunteer Recruitment Checklist		
Name of volunteer:		
Start date:		
End date:		
Name of member of staff who interviewed the volunteer and discussed any issues arising from the criminal self-disclosure, application form and volunteer basic information form.		
	Required	Date added to personnel file and by whom
Volunteer job description		
Volunteer risk assessment form	Y	
Volunteer basic information form including any information relating to health, disabilities and other needs	Y	
Application form (signed by hand)	Y	
Criminal self-disclosure including disqualification check, when required (signed by hand)	Y	
Notes from discussions with volunteer during the recruitment process	Y	
Reference 1	Y	
Reference 2	Y	
Online Checks	Y	
Copies of identity documents, including birth certificate. Include written notes if birth certificate is not available.	Y	
Any notes taken from follow up conversations with referees due to gaps or discrepancies in references	Y/N	

Information relating to outcome of DBS update service status check	Y/N	
Enhanced DBS certificate obtained	Y	
Children's barred list check obtained for those in regulated activity	Y/N	NA
Evidence of additional overseas checks	Y/N	
Teacher status check	Y/N	
Checklist for the Mandatory Safeguarding Induction of All Staff & Volunteers	Y	
Information entered onto single central record	Y/N	

Appendix 10: Volunteer Role Description Template

Volunteer Job Description

We believe that volunteers provide a valuable contribution to the Trust's work, and that they enrich our schools through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the Trust's strategic aims and vision, as well as individual school improvement plans.

Main Responsibilities and Tasks Within LDST Schools

Volunteers may be utilised to support the classroom teacher in facilitating the active participation of children in the academic and social activities of the school. Activities may include:

- Hearing children read
- Accompanying school visits
- Working with individual children
- Working with small groups of children
- Supporting specific curriculum areas, such as computing or art

All volunteers must adhere to and act in accordance with LDST policies and procedures particularly the school's child protection policy and 'code of conduct' (safer working practices guidance) for adults working with children.

This list is not exhaustive.

Support for Children

- Under the direction of the teacher, carry out pre-determined tasks and / or perform general classroom duties responding to the needs of the children.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Support for the Curriculum

- Under the direction of the teacher, support the school curriculum, including reading.

Support for the Teacher

- Where requested, provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Ensure that information relating to children's safety and wellbeing is shared effectively and sensitively with the class teacher.

Support for the School

- Develop and maintain effective working relationships with staff.
- Contribute to the maintenance of a safe and healthy environment.
- Provide support for school events, e.g. school plays, events.
- Commit to promoting and safeguarding the welfare of all children.
- Participate in training sessions or safety briefings relevant to your role in school.

Person Specification
Training • Willingness to participate in all relevant training e.g. safeguarding
Knowledge and Skills • Good speaking and listening skills Ability to develop and maintain effective working relationships with pupils, staff and parents • Good literacy and reading skills with the confidence to ask children questions about what they have read. • Ability to engage with children and students of various ages and abilities demonstrating patience and encouragement.
Personal Attributes • Neat and tidy personal presentation • Commitment to the values of LDST including safeguarding and inclusion and diversity • Enthusiasm to engage learners in the task being undertaken • Respectful and approachable manner.

