



# Visitor and volunteer policy

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*A happy and high-achieving boarding prep school in the heart of the glorious Cotswolds*

## Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	10 Feb 21	Version control numbering implemented. Removal of repetition. Digitisation of Visitor Risk Assessment submission. Introduction of compiled list of regular visitors that may be unescorted. Temporary changes restricting visitor access to the school due to COVID.	SB
2.0	26 Apr 21	A major rewrite to reduce non-essential content, and include extensive direction on vetting checks, training, reading and induction required for visitors and volunteers, including the introduction of a specific templates for volunteers for a safe to start form, contractor recruitment check form, induction form and reference request form.	SB
2.1	4 May 21	Clarification that a Visitor Risk Assessment is required if a visiting speaker is a parent.	SB
2.2	1 Sep 21	Reviewed – no amendments.	SB
2.3	23 May 22	Amendments to vetting and training requirements for volunteers in regulated activity to reduce some non-statutory requirements and inclusion of Volunteer Application Form (Appendix 7) and Risk Assessment (Appendix 8). Removal of COVID caveat.	SB
2.4	1 Sep 22	Reviewed, no changes required.	SB



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# VISITOR AND VOLUNTEER POLICY

## Introduction

Visitors and volunteers are welcome to Hatherop Castle School and they often make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors and volunteers comply with the guidelines herein.

## When, where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after-school activities and during boarding life. It also includes volunteers supporting organised off-site school activities.

## General principles

### Regulated activity

The actions to be taken for visitors and volunteers depends on whether or not the individual is taking part in regulated activity. This is defined as follows:

1. All regular work for schools with opportunity for contact with children, except:
  - work (not entailing personal care, within definition 2) by supervised volunteers;
  - work (not entailing care or teaching, within definitions 2 or 3) by occasional/temporary contractors; and
  - work by pupils for other pupils (excepting for those in early years) (known as 'the peer exemption').
2. Relevant personal care, or health care is regulated activity:
  - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing; and
  - health care in this context means care for children provided by or under the direction or supervision of, a regulated health care professional. Note that 'care' within this definition is always regulated; considerations of regularity and supervision do not apply.
3. Regular, unsupervised teaching, training, instructing, caring for or supervising children is regulated activity and so is regularly:
  - providing advice or guidance for children on well-being, or
  - driving a vehicle only for children.

Note that supervised volunteering or visits are therefore classed as non-regulated activity.

### Inclusion of visitors on the Single Central Register

Visitors and volunteers will be added to the Single Central Register if they typically visit more than 4 times in a 30-day period. They will be removed when it is expected that their visits will become less frequent or stop altogether. (Whilst KCSIE does not mandate volunteers be added to the SCR, the school does so as best practice).



## Visitors to the school

### Planning visits

Before any visitor is invited to the school, a risk assessment is required to assess the level of risk that the visitor poses, and the level of mitigation measures that must be put in place during the visit. The Headmaster, Deputy Head (Pastoral) or School Business Manager can advise the level of supervision and pre-visit checks required. The process is as follows:

- Staff arranging the visit must complete a Visitor Risk Assessment Form at least one week before proposed visit. The template for this form is at Appendix 1, although a fillable template can be found on the school's SharePoint homepage. For repeat visits by an individual, a risk assessment can be completed to cover all visits within an academic year if deemed appropriate.
- Once completed, the form is to be saved on SharePoint in Staff Data > Staff Admin > Visitor Risk Assessments, with the following file name convention:
  - Date of visit (YYYYMMDD)-Name of visitor-Company (if applicable)-Initials of staff member responsible for visitor.
  - For example: 20210215-John Smith-JS Roofing-DF
- The Visitor Risk Assessment is to be shared with both the Headmaster and School Business Manager.
- The Headmaster will assess risk and decide requirements.
- Once completed, the originator and school administrator will be informed by email.
- The staff member organising the visit should convey the following to the visitor prior to their visit:
  - They should bring photographic ID with them, and if applicable, the original copy of their DBS certificate.
  - They should report to the front door of the main school building (even if they are visiting the stable yard), and use the intercom to alert the office to their arrival.

The following category of visitors do NOT require a Visitor Risk Assessment form to be completed:

- Parents meeting staff.
- Prospective parents.
- Headmaster's visitors.
- Visitors on list of pre-authorized frequent escorted/unescorted visitors.
- Wishford Schools staff, including staff from other schools in the group.

There may be times when a visitor arrives without the risk assessment being completed in advance, such as an emergency repair. However, the School Business Manager is to be informed whenever this happens. He will then adjudge whether action is to be taken to remind individuals of the need to book visitors into the school in advance of their arrival.

### Pre-authorized frequent visitors

The School Business Manager will maintain lists of pre-authorized frequent visitors, both unescorted and escorted; this will be reviewed monthly. The list will be accessible to office staff for the purpose of booking visitors in. Where further checks are required, this will be annotated in the list. Frequent unescorted access will require further checks, such as confirmation that there have been no breaks in service since their Enhanced DBS was issued. The checks required will be judged by the School Business Manager or Headmaster, dependent upon the visitor's circumstances, and the list will be annotated accordingly.

There may be times when the ID or visiting professional letter has yet to be checked and the Appendix 3 has been completed, but the original copy of their DBS has not yet been checked. In these circumstances, the individual in the office is to check those documents and update the list accordingly.



If a pre-authorised frequent visitor has not visited school or had a barred list check completed within the 3-month period immediately before the visit, another barred list check will be required. This can be completed by the School Business Manager. If a new barred list check cannot be completed, the visitor must be escorted until such time that the check has been completed (which may be during the visit on the day in question).

Whilst a risk assessment is not required for each visit to the school by individuals on these lists, the School Administrator should be informed in advance of any visit, including visits arranged at short notice.

### Vetting checks, training and reading for visitors in regulated activity

Checks required depend on the status of the visitor and whether they are undertaking regulated activity.

#### Visiting professionals

Visitors from the public sector (including psychologists, therapists, nurses or members of the emergency services) should have been checked by their employing organisation. Written confirmation is required to confirm that checks have been completed and it is not mandatory to see their DBS certificate. Most organisations have their own standard letter, but if that is not the case, the form at Appendix 3 can be used.

The only checks by the school will be an identity check on arrival and their DBS/letter. If they do not have a letter or DBS with them, this can be verified by a phone call to the public authority being represented. In this case, an Appendix 3 would be completed, noting in the comments that it was done verbally over the phone, naming the person who provided the verification and their department.

We do not require visiting professionals to complete pre-visit training. The only reading is a safeguarding and health and safety leaflet, which will be given to them upon arrival. An induction is not required.

#### Employees of a contractor

As employers can only run direct vetting checks on their own employees, it falls to those employers to perform all necessary checks. However, the school is responsible for ensuring that those checks have been completed. Written confirmation that checks have been completed is obtained by the employer completing the form at Appendix 3, which is to be retained by the School Business Manager for 3 years. The only checks by the school will be:

- Barred list check (for clarity, this only applies to those in regulated activity).
- Prohibition from teaching (although not statutorily required for non-teaching staff, the school completes this for all contractors).
- An identity check on arrival, along with a check of their original DBS certificate.

The exception to this is where the individual is the director of their own company, and it is therefore not possible for a superior to corroborate checks and identity. In that case, the Appendix 3 will be completed by the School Business Manager. They must be escorted until this has been completed, which cannot be by an employee for whom they have completed an Appendix 3 and has been approved for unescorted access.

#### Enduring contracts

This would apply to Holroyd Howe catering contractors and certain after-school club providers. For these individuals, the same checks will be completed as are completed for school staff. This includes the pre-employment training (Safeguarding Level 1, Prevent, Female Genital Mutilation and Neglect) and the staff pre-employment reading pack. An induction is required, using the form at Appendix 6.

#### Short-term contracts

Where the employees of shorter-term contracts (such as building contractors) have access to areas where unsupervised contact with children is possible, a similar process will be followed. The difference is that a risk



assessment (completed by either the Headmaster or School Business Manager) will determine what checks are required. For the risk assessment template, refer to the Risk Assessment Policy (D06). As this is regulated activity, as a minimum this will include an Enhanced DBS with barred list check.

We do not require short-term contractors to complete pre-visit training. The only reading is a safeguarding and health and safety leaflet, which will be given to them upon arrival. An induction is not required.

### Self-employed contractors

A self-employed contractor will usually be treated as a staff member for the purpose of completing vetting checks. Whilst self-employed contractors are unable to perform Enhanced DBS checks with barred list checks on themselves, their professional association may be able to do it for them. Where this is not possible, the school will initiate the DBS check. Variations to the recruitment of employees is as follows:

- The contractor is to use the application form at Appendix 7.
- The individual is to read Annex A to KCSIE. They are to meet with the DSL, who will outline the school's safeguarding policy and signpost them to it, should they need to refer to it in the future. No further pre-reading or training is required.
- The induction contains less elements; Appendix 6 is to be used.
- The Safe to Start form at Appendix 5 is to be used, rather than the employee Safe to Start form.

### Occasional/temporary contractors

When tenders take place, a requirement for contractors is that all possibly workmen must hold Enhanced DBS with barred list check. However, in the event of an emergency, specifically for an unusual problem, this may not be possible. The default (and expected course of action) is that the individual would be supervised at all times, making it non-regulated activity. However, subject to a risk assessment (using the template at Appendix 1), they may be allowed to work unsupervised for short periods so long as they hold a DBS without barred list check and it has been checked. The amount of time between being checked would be dependent upon the contractor's location in the school, their proximity to pupils, whether staff are always in the presence of any pupils and the staff to pupil ratio. To stress, this would be extremely unusual, and would require authorisation by the Headmaster in Appendix 1, explaining why this course of action is essential and unavoidable.

We do not require occasional/temporary contractors to complete pre-visit training. The only reading is a safeguarding and health and safety leaflet, which will be given to them upon arrival. An induction is not required.

### Supply teachers and relief drivers

The school does not use agency supply teachers. The school employs qualified teachers, teaching assistants and relief drivers on a zero-hours worker contract, all of whom are former employees and well known to the school. They must subscribe to the DBS Update Service, which will be checked prior to their visit if they have not worked in the school within the previous 3 months. Should any additional supply teachers or relief drivers be added to the staff, they would complete full recruitment checks, training, reading and induction.

### Visiting speakers

Whether supervised or unsupervised, there is a duty under Prevent to ensure the school is satisfied with content of their talk or presentation. This is to be assessed in the Visitor Risk Assessment at Appendix 1. Whilst not mandatory, the Headmaster will make a judgement as to whether any checks are required, which may include an internet search rather than format vetting checks. For clarification, if a parent is a visiting speaker, a Visitor Risk Assessment is required.





We do not require visiting speakers to complete pre-visit training. The only reading is a safeguarding and health and safety leaflet, which will be given to them upon arrival. An induction is not required.

### Visitors not taking part in regulated activity

Vetting checks, training, reading and induction are not required for visitors that are not taking part in regulated activity, which includes:

- Visitors to the Headmaster.
- Visitors who only have brief contact with children in the presence of a teacher, unless they are a visiting speaker (see above).
- Visitors carrying out repairs or servicing equipment, who are supervised at all times.
- Post and delivery people.
- Refuse collectors.
- Those on the school site when pupils are not present.

### Actions on arrival at school

When inviting visitors to the school they should be asked to bring formal identification (as requested by the Headmaster in the Risk Assessment) with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to the school office first via the front door - they must not enter the school via any other entrance.
- At the school office all visitors must state the purpose of their visit and who has invited them. They should be ready to produce photographic identification and DBS if applicable.
- All visitors will be asked to sign the Visitors Record Book. The only exceptions are as follows:
  - Parents and prospective parents. These will not personally sign in, but it will be done for them by the member of staff greeting them.
  - Refuse collectors and delivery drivers. The latter will usually deliver to the school office. However, if they are delivering elsewhere (e.g. food deliveries to the kitchen), they must report to the office via the intercom first, who will contact an appropriate staff member/Holroyd Howe contractor to supervise them while they are unloading the delivery.
- A helpful guide to confirm what checks are required is at Appendix 2. It will also confirm which visitors need to be given which badge, and whether or not they are to be given a visitor leaflet that outlines emergency evacuation and safeguarding procedures. The leaflet is to be read before the visitor leaves the office.
- Please remember that it is everyone's responsibility to challenge unknown personnel around the school unless they are wearing an Unescorted Visitor's badge.

### Visitors in regulated activity where a risk assessment has not been completed prior to the visit

In normal circumstances, all visits for regulated activity to the school should be planned in advance, and a risk assessment completed prior to their arrival. However, it is accepted that this may not always be possible, such as in the case of emergency repairs.

When a risk assessment has not been completed:

- The visitor must be escorted at all times, unless or until a risk assessment can be completed.
- The School Business Manager is to be informed; he will make a judgement as to whether a visit organiser/host should be reminded of their responsibilities.



## Escorted or unescorted access

Visitors in regulated activity (and have therefore completed all relevant checks) will be permitted unescorted access and will be given a visitor badge with a green “unescorted” lanyard. All others will be given a visitor badge with a red “escorted” lanyard.

To aid determination, the School Administrator will have access to a copy of all Visitor Risk Assessments. The School Business Manager will maintain a list of all regular visitors that are cleared to undertake unescorted regulated activity.

## Departing the school

On departing the school, visitors should leave via the school office, where they should:

- Enter their departure time in the Visitors book alongside their arrival entry.
- Return the visitor badge.
- For unescorted visitors, the point of contact should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

## Monitoring and Evaluation

Should staff members have any concerns about the conduct of visitors and the appropriateness for them to return to the school in the future, this should be brought to the attention of the Headmaster and the School Business Manager.

## Unknown/uninvited visitors to the School

Any visitor to the school site who is not wearing an unescorted visitor badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to the school office to sign the visitor’s book and be issued with a school badge. The above procedures then apply.

In the event that the visitor refuses to comply, the Headmaster or Deputy Head (Pastoral) should be informed promptly and the visitor will then be asked to leave the site immediately. The Headmaster / Deputy Head (Pastoral) will decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the police assistance will be called for. The Headmaster / Deputy Head (Pastoral) will decide what further action to take that may include seeking legal advice or police contact.

## Volunteers at the school

### Recruitment process, including vetting checks, reading and induction

The volunteer is to complete an application form for the role, a template for which is at Appendix 7, which includes a self-declaration that they know of no reason why they should not be unaccompanied with children. Thereafter, the recruitment process and other requirements differ depending on whether an individual is taking part in regulated or non-regulated activity, as defined above. A risk assessment is required to assess which applies, a template for which is at Appendix 8, which is to be retained. Thereafter, the following requirements are to be applied:

### Regulated activity

The process followed for volunteers in regulated activity closely mirror the recruitment of employees. The following steps are required before the first time they volunteer, with the differences as annotated below. If



the individual wishes to volunteer before checks are completed, this would constitute non-regulated activity; in this case, the relevant steps below should be followed.

- An informal interview is required. Written notes of the interview do not need to be held, but it is to be noted in the SCR comments column that an informal interview was conducted, and by whom.
- A check with the school community is to confirm that no staff members have concerns about the individual volunteering in the school.
- Identity to be checked and copies of the document retained.
- Qualifications checked and copies of the document retained.
- An Enhanced DBS with children's barred list check is to be obtained and checked.
- Right to work in the UK to be checked.
- Relevant overseas checks are to be completed if they have worked or resided abroad within the past 10 years.
- Prohibition from teaching is to be checked.
- Two references are to be obtained, with at least one followed up verbally. These do not need to be employer references; character references will suffice, as long as they are not from family members. The template for this is at Appendix 4.
- A medical fitness check is to be obtained and retained.
- Volunteer to read Annex A of KCSIE 2021.
- They are to complete a volunteers' induction policy, which includes meeting the DSL (checklist at Appendix 6) and being signposted to the school's Safeguarding Policy (A01) should they feel the need to refer to it.
- The individual is to be added to the SCR.

A template for the volunteers' safe to start form is at Appendix 5, and induction form template at Appendix 6.

### Non-regulated activity

For volunteers in non-regulated activity, the process is much simpler.

- The individual's identity is to be checked, but not retained.
- A medical fitness check is to be obtained and retained.
- A risk assessment is to be completed, to include consideration of the person, the volunteering work they are completing, supervision, access to pupils, age and vulnerability of the pupils, and any health and safety or estate considerations. The school's generic risk assessment template is to be used; refer to the Risk Assessment Policy (D06).
- Any additional checks are to be completed where recommended in the risk assessment. Note that it is permitted for an Enhanced DBS certificate to be obtained, but a children's barred list check is not permitted for non-regulated activity.
- The individual would be added to the SCR if they typically volunteer for more than 4 days in a 30-day period. It is to be noted in the comments' column that the volunteer in question is in non-regulated activity.

### Young people on work experience

Young people on work experience should be supervised at all times and treated as volunteers on non-regulated activity, unless they are performing personal care, in which case they should be treated as volunteers in regulated activity. The latter would be highly exceptional.



## Volunteers in the boarding house

Any volunteers in a position working with boarders must have a job description reflecting their duties, receive induction training in boarding and receive regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.



## Appendix 1 – Visitor risk assessment

### Instructions

- Complete visit details section
- Use correct file name format: Date of visit (YYYYMMDD)-Name of visitor-Company (if applicable)-Initials of staff member responsible for visitor. For example: 20210215-John Smith-JS Roofing-DF
- Save it into Staff Data > Staff Admin > Visitor Risk Assessments
- Share it with the Headmaster and School Administrator
- Must be completed at least 48 hours before the visit

### Visit details

Name of visitor					
Their organisation/company					
Staff member arranging visit					
Date and time of visit					
Type of visitor	<input type="checkbox"/> Visiting professional	<input type="checkbox"/> Visiting speaker	<input type="checkbox"/> Employee of contractor	<input type="checkbox"/> Self-employed contractor	<input type="checkbox"/> Other
Purpose of visit					
Will visitor have unsupervised access to pupils (Please give details)					
Details of any supervision, including the named individual that will supervise					
Details of COVID measures					

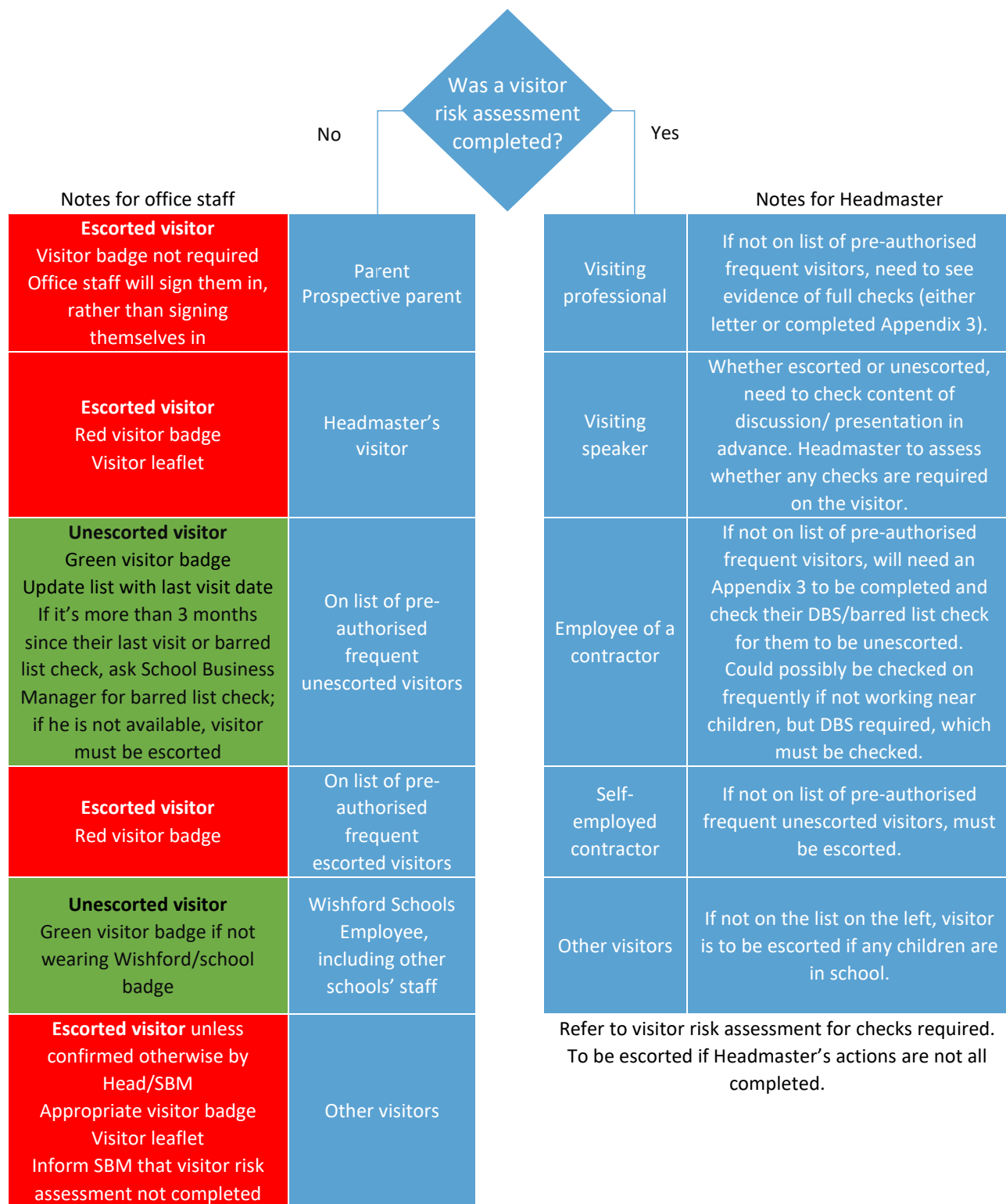
### Headmaster's Assessment

Escorted/unescorted	<input type="checkbox"/> Unescorted (Green lanyard)	<input type="checkbox"/> Escorted (Red lanyard)	<input type="checkbox"/> Frequent checks (Red lanyard)
Requirements	Tick if required	Date completed	Checked by
Photo ID	<input type="checkbox"/>		
DBS and barred list check	<input type="checkbox"/>		
Evidence of full checks	<input type="checkbox"/>		
Evidence of qualifications	<input type="checkbox"/>		
Theme of presentation by visiting speakers checked	<input type="checkbox"/>		
Detailed risk assessment	<input type="checkbox"/>		
Comments			
Signed by Headmaster			Date

Version: 2.4  
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## Appendix 2 – Visitor registration flow diagram



ID to be checked for all visitors unless they are known and recognised



## Appendix 3 – Recruitment check confirmation for contractors in regulated activity

Contractors will ensure that all their employees working unsupervised at Hatherop Castle School will comply with the Keeping Children Safe in Education regulations for schools and colleges effective from September 2020. Where applicable, this includes agency staff engaged through a contractor.

For each member of staff, the contractor will produce the following statement of vetting checks applied to ensure the suitability of their staff to work at Hatherop Castle School:

Full Name	
Date of Birth	
Date of Appointment or first placement <sup>1</sup>	
Enhanced DBS No <sup>2</sup>	Date of Issue:
Date of barred list check	
Date original certificate seen	
Name of Employer on DBS <sup>3</sup>	

<sup>1</sup> If there is a gap of greater than 3 months between placements, a new form is required to confirm that the DBS remains valid.

<sup>2</sup> If a DBS application has been made but the result has not yet been received, a risk assessment is attached.

<sup>3</sup> If the name of the Employer differs from your company name, please confirm that a separate barred list check has been completed, there has not been a 3 month break in service, and that this has been corroborated with the named employer?

I confirm that the following checks have been completed:

	Date	Further information or notes
Proof of identity documents received <sup>4</sup>		
Eligible to work in this country <sup>4</sup>		ID provided:
Overseas check if applicable		
Further Disclosure information if relevant		
Medical check completed <sup>4</sup>		
Enhanced DBS original seen <sup>5</sup>		
Two written references checked <sup>4</sup>		
At least one reference verbally corroborated <sup>4</sup>		
Employment history checked <sup>4</sup>		
Has read Part 1 of KCSIE <sup>6</sup>		



Has received Safeguarding training<sup>6</sup>

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Has received Prevent training<sup>7</sup>

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Has received Female Genital Mutilation training<sup>7</sup>

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Has received Neglect training<sup>7</sup>

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<sup>4</sup> MUST be completed before the individual commences work at Hatherop Castle; no exceptions are permitted under any circumstances.

<sup>5</sup> Work can ONLY commence if the DBS application has been submitted to DBS and a Risk Assessment has been completed and given to the School Business Manager. He is to be informed when the original copy of the Enhanced DBS certificate has been seen.

<sup>6</sup> The individual can complete work before they have completed the Safeguarding in Education Level 1 online course, but they must be supervised at all times and this must be acknowledged in the risk assessment. The School Business Manager is to be informed when it has been completed.

<sup>7</sup> As these courses are not a statutory requirement, the individual can complete work unsupervised before they are completed. However, they should be completed at the first opportunity, and the School Business Manager informed when they have been completed. Target completion dates should be agreed with School Business Manager, and must be adhered to, or the permission to work unsupervised may be revoked.

Name

--

Signed

--

Date

--





## Appendix 4 – Volunteer or visitor reference request form template

Name of Candidate:	
Position Applied For:	
Name of Referee:	
Position of Referee/email address/Telephone Number	
How long have you known this candidate and in what capacity?	

Your general comments about this candidate

Please give an indication of where this person ranks in the following by placing an 'x' in the most appropriate box

	Excellent	Very good	Good	Fair	Poor
Ability to communicate effectively					
Energy and enthusiasm					
Sense of humour					
Overall rating of candidate					

Do you know of any reason why this person should not be employed in working with young people?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I recommend this person unreservedly	I recommend this person	I do not recommend this person

Print name		Date	
Signature			



## Appendix 5 – Safe to start form for volunteers or visitors in regulated activity

Name of volunteer	Start date	Date	Initials
Self-disclosure form received (if any) and stored confidentially			
Informal interview	With whom:		
First reference received and accepted			
Follow up verbal reference/confirmation obtained			
Second reference received and accepted			
Follow up verbal reference/confirmation obtained			
Identity, right to work & proof of address checked			
Relevant qualifications checked and copied			
Barred List check completed			
Prohibition Order completed			
S128 Check completed (if required)			
DBS ID checked and application completed			
DBS Reference number received	No:		
Original DBS certificate seen			
Additional overseas checks completed (if required)			
Signed medical statement received			
Risk assessment completed (if required)			
Single Central Register completed (if required)			
Email account set up (if required)			
Induction completed			

### Approval

Signed Simon Bristow School Business Manager	Dated	Signed Nigel Reed Headmaster	Dated



## Appendix 6 – Induction form for volunteers and frequent visitors

Name of staff member  Name of Mentor/host

Topic	Delivered by	Initials	Date
<b>School grounds.</b> Tour of the school facilities, classrooms and grounds, parking arrangements and entry system	Mentor		
<b>Security.</b> Lockdown procedures	SBM		
<b>Health and safety, fire safety and the fire drill.</b> Including how we do Risk Assessments and the procedures for them.	SBM		
<b>First Aid.</b> Location of first aid, medical information concerning children, role of Mrs Rebecca Walker	House mother		
<b>Sanctions and rewards.</b> Include when they should be used, and the system for awarding them.	Deputy Head (Pastoral)		
<b>Boarding (if applicable).</b> Include boarding National Minimum Standards, including the broad guidelines and the subtle differences from the ISSRs.	Head of Boarding		

I can confirm that I have read Annex A to Keeping Children Safe if Education. I have met with the DSL at an Induction Meeting and am able to identify her. I can confirm that through the meeting and the reading:

- I know where to find and how to access the school’s Safeguarding Policy.
- I understand Safeguarding and Child Protection procedures at Hatherop.
- I understand the importance of the Whistleblowing Policy and my role in it.
- I have been given an opportunity to ask questions about Safeguarding at Hatherop and have asked for further help or training on Safeguarding should I have required it.

I declare that I have never been disqualified from childcare.

Print name  Date

Signature



## Appendix 7 – Volunteer or contractor application form

### Personal details

Role applied for	
Title	
Forename	
Surname	
Other names	
Former names	
Address	
Telephone number	
Email address	
Do you require a permit to work in the UK?	

### Health

Do you consider yourself disabled?

Yes

No

Are there any arrangements or adjustments that the School would need to make to enable you to carry out the role at a volunteer?


### Safeguarding

Hatherop Castle School is committed to safeguarding children and young people from physical, sexual and emotional harm. As part of our Safeguarding and Child Protection policy, we require all volunteers for posts involving contact with children to complete this self-disclosure section. Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature of the position and the circumstances and background of your offences.

Have you ever been convicted of any criminal offence?

Yes

No

If 'YES', please supply dates of any convictions in a sealed envelope.

**Note: You are advised that under the provisions of Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986 you should declare all convictions including 'spent' convictions, warning and reprimands.**

Have you ever been convicted of any criminal offence?

Yes

No

Have you ever had any disciplinary sanction related to child abuse?

Yes

No

Have you ever been barred from undertaking child care?

Yes

No

Version: 2.4  
Dated: September 2022  
Next review: September 2024



If you answered 'yes' to either of the above questions, please supply the details below

Because the position involves the care of children, your ability to volunteer is dependent on the following:

1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service.
2. Such disclosure being acceptable to us.
3. Proof of identity.
4. Two satisfactory written references.
5. Evidence of physical or mental suitability for your role.

### References

Please supply the names and contact details of two people who we may contact for references. Where possible, this should include:

- If you currently volunteer with children, a senior representative from that organisation.
- Your current or most recent employer.
- Another employer or role in which you volunteer with children.
- If you are unable to provide two referees from the above options, a character reference is admissible as a last resort. However, it should not be from a relative, or somebody known to you solely as a friend.

By supplying this information, you are consenting to the process of taking a reference.

	Referee 1	Referee 2
Name		
Organisation		
Address		
Occupation		
Telephone number		
Email address		



## Declaration

I declare that to the best of my knowledge the information on this application form is correct and understand that any misleading statements or deliberate omissions may amount to a criminal offence.

I understand that I will be asked to apply for a Criminal Records Disclosure and consent to do so. I understand that the information contained in this application form and in the Disclosure may be disclosed where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues. I give my assurance that I will willingly self-disclose any changes in my circumstances that might affect Safeguarding and Child Protection.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary.

Print name

Date

Signature



## Appendix 8 – Volunteer risk assessment to determine regulated or non-regulated activity

Name of Volunteer:

Role:

### Assessment

	Yes	No
Will the volunteer be unsupervised?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be undertaking personal care (i.e. helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing)?	<input type="checkbox"/>	<input type="checkbox"/>
Will the volunteer be providing health care, (i.e. providing care for children provided by or under the direction or supervision of, a regulated health care professional)?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the above questions is yes, the individual is in Regulated Activity

### Conclusion

Volunteer is in:

<input type="checkbox"/> Regulated Activity	<input type="checkbox"/> Unregulated Activity
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### Approval

Signed Simon Bristow School Business Manager	Dated	Signed Nigel Reed Headmaster	Dated

