



## Cherry Tree Hill Primary School

# **VOLUNTEERS POLICY**

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

**Date of Policy: 16<sup>th</sup> July 2024**

**Minute Number: LGB4/23-24/10**

**Review Date: Reviewed annually in the Summer 2025**

## **SAFEGUARDING STATEMENT**

At Cherry Tree Hill Primary School, we are committed to ensuring the safety and well-being of all our pupils. We believe that every child has the right to learn and thrive in a safe and secure environment. Our school policies and procedures are designed to promote the welfare of our pupils and protect them from harm.

We follow the statutory guidance outlined in Keeping Children Safe in Education (KCSiE) 2023, as well as any other relevant legislation and local safeguarding arrangements. Our staff receive regular training on safeguarding practises and are aware of their responsibilities in identifying and reporting any concerns.

Our school has designated safeguarding leads who are responsible for coordinating safeguarding efforts, providing support and advice to staff, and liaising with external agencies when necessary. They are the first point of contact for any safeguarding concerns.

We have robust procedures in place for handling safeguarding concerns or allegations made about staff, including supply teachers, volunteers, and contractors. All allegations are taken seriously and thoroughly investigated in accordance with our safeguarding policies and procedures.

We promote a culture of openness and encourage pupils and parents to speak up if they have any concerns about their safety or the well-being of others. We have clear reporting systems in place to ensure that all concerns are addressed promptly and appropriately.

Our safeguarding policies and procedures are regularly reviewed and updated to reflect changes in legislation and emerging safeguarding issues. They are easily accessible to all staff, pupils, parents, and carers, and are available on our school website.

We work under the guidance of Derby and Derbyshire Safeguarding Children Partnership and liaise closely with a range of specialist and locality services to ensure the best and safest outcomes for our families.

We work in partnership with parents, carers, and external agencies to create a safe and supportive learning environment for all our pupils. Together, we strive to protect our pupils and families from harm and provide them with the best possible opportunities to succeed.

If you have any safeguarding concerns or questions, please do not hesitate to contact our designated safeguarding leads or any member of our staff. Together, we can ensure the well-being and safety of all our pupils.

## **Statement of intent**

At Cherry Tree Hill primary School, we recognise and value the effort taken by volunteers who contribute towards our school.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

## Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

## Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

**"Volunteers"** are individuals who engage in an activity which involves spending time, unpaid, doing something which aims to benefit some third party, i.e. the school, and not a close relative.

**"Occasional volunteers"** are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

**"Regular volunteers"** are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay.

A volunteer will be engaging in **"regulated activity"** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

## **Recruitment**

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a Volunteer Application Form to the school office.

Anyone wishing to become a regular volunteer is asked to complete the school on-line training course with National College. This is to be updated and completed annually:

- Annual Certificate for Safeguarding in School
- Certificate in the Prevent Duty in Schools

The safeguarding lead will enroll all volunteers once they have been accepted to work in schools.

## **Occasional volunteers**

Occasional volunteers will be appointed at the Headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will **always** be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

## **Regular volunteers**

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

## **Safeguarding checks**

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

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school 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.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer.

All checks will be conducted in line with the school's Safer Recruitment Policy.

## **Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

## **Induction**

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy

- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- Data and Cyber-Security Breach Prevention and Management Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy
- Photography and Images Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

All volunteers will be given a National College log in and asked to complete annual safeguarding training:

- Annual Certificate for Safeguarding in School
- Certificate in the Prevent Duty in Schools

## **Safeguarding**

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times
- The Headteacher and SLT will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

## **Health and safety**

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

## **Absence**

Volunteers are required to inform the school office by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

## **Confidentiality**

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

## **Complaints**

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

## **Monitoring and review**

The headteacher will review this policy on an annual basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is date.



FOR OFFICE USE

Volunteer Ref # \_\_\_\_\_

Date \_\_\_\_\_

# Volunteer Application Form

Thank you for your interest in volunteering with Cherry Tree Hill Primary School

Volunteers play a vital role in our schools. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

---

## Personal Details

Name: \_\_\_\_\_

Mr.  Mrs.  Miss.  Ms. 

Postal Address: \_\_\_\_\_

County: \_\_\_\_\_

Telephone: (Home)(Mobile) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birth-date: \_\_\_\_\_

Day / Month / Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_

Telephone (Mobile): \_\_\_\_\_

## Equal Opportunities

Cherry Tree Hill Primary School is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. All volunteer recruitment decisions will not be influenced by race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability, age or membership of the Traveller Community. Cherry Tree Hill Primary School fully endorses a working environment free from discrimination and harassment.

Cherry Tree Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults who volunteer for working at this school will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Head Teacher recorded on the central record by the Business Manager. In the meantime, please complete the question below.

Have you ever been convicted of an offence in the UK or elsewhere?

**Yes/No**

If you have ticked yes, please provide details below:

## Your Skills and Interests

Have you ever done any volunteer work before Yes/No

If you have answered yes, please tell us a little about your experience

Why do you want to volunteer now? What has motivated you to get in touch with us?

Do you have any particular skills or qualities that you could use in your voluntary work?

Are you applying for a specifically advertised position? Yes/No

If yes, please write the following: Role Name

---

What kind of voluntary work interests you?

When are you available for voluntary work? Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

How long do you intend to volunteer for?

---

## References

### Reference 1:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Place of work (if applicable) \_\_\_\_\_ Position \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Mobile \_\_\_\_\_

Email address (this is the way in which we request a reference from your referee)

---

### Reference 2:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Place of work (if applicable) \_\_\_\_\_ Position \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Mobile \_\_\_\_\_

Email address (this is the way in which we request a reference from your referee)

---

If you have any queries when completing this application form, please phone the School Business Manager, Janet Buxton, on 01332 673520 or email her on [jbuxton@cherrytree.derby.sch.uk](mailto:jbuxton@cherrytree.derby.sch.uk)

If you would like to find out more about our school, log onto the school website: Cherry Tree Hill Primary School.

Is there any additional information you would like to bring to our attention?

I declare that the information I have provided is true. All my actions as a volunteer will reflect the ethos of Cherry Tree Hill Primary School

Signed

Date

\_\_\_\_\_

\_\_\_\_\_

**For office use only**

**Notes**

Volunteer Application Pack Received by Volunteer \_\_\_\_\_

Two References Received \_\_\_\_\_

Volunteer ID and DBS validated by SBM \_\_\_\_\_

Volunteer Accepted \_\_\_\_\_

Volunteer Interview/Induction \_\_\_\_\_

Volunteer Start Date \_\_\_\_\_

## Volunteer Agreement

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experiences.

Please read and sign this Volunteer Agreement before you begin your placement. You will receive a copy for your records.

- I have read the school's 'Volunteers Policy' and I understand my role and responsibilities.
- I agree to support the school's aims.
- I agree to treat information obtained from being a volunteer in school as Strictly Confidential.
- I understand that securing an Enhanced DBS check is essential.
- I have been given a tour around school and introduced to my class teacher mentor.
- I will sign in and out of school appropriately and wear a visitors badge at all times.
- If I am unable to attend school, I will telephone school before 8:30am and leave a message for my class teacher mentor.
- I have read and understood the school's 'Safeguarding Policy'.
- I will dress smartly but practically and behave in a professional manner at all times.
- I understand that I am responsible for my own possessions. I will switch my mobile phone off during session times.

Signed:	Print name:
Date:	

Class teacher mentor:
-----------------------

Emergency contact name:
Emergency contact details

## Health and Safety / Induction Checklist for volunteers

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Name of Staff Induction Person: \_\_\_\_\_

Induction Element Topics/Issues	Key points / Notes	Tick on completion
Meet Head / Assistant Head/School Business Manager / immediate staff / Office staff for an introduction to the school		
Staff induction and their roles explained		
Absent procedures explained		
Location of toilets / staff room etc..		
Lunch tea / coffee arrangements		
Car parking arrangements if appropriate		
Standards of dress, punctuality etc.		
School routines and timetable explained		
Security procedures - shown signing in procedures.		
Issues of confidentiality and channels of communication		
<b>GDPR</b> awareness, underpinned by guidance from the School Data Protection Officer's document 'UK GDPR - What do you need to know' which makes clear UK GDPR Law and compliance protocols for holding, sharing and using sensitive data / assessment data included. Responsibility for storage and movement on / off site to comply with GDPR.		
Information shared regarding Child Protection and Designated Person		

Procedure for disclosure explained and relevant staff identified.		
Information sharing regarding confidentiality and information-sharing protocols and how they relate to the School Confidentiality Policy written by the Data Protection Officer and GDPR compliance.		
Meet member(s) of staff who you will be working with and be shown the tasks expected and where you will be working		
Tour of the school and facilities		
Emergency procedures and security procedures: <ul style="list-style-type: none"> <li>• How to sound the alarm.</li> <li>• Evacuation routines.</li> <li>• Assembly point.</li> <li>• When to re-enter.</li> </ul>		
Use of personal mobiles, dress code and code of conduct		
Health and safety aspects relating to individual's work environment and whole school / protecting the health and wellbeing as a student as an employee		
Accident reporting arrangements.		
School behaviour and rewards systems understood		
First aid arrangements / Location of first aid points / first aiders / contact details for parents.		
Child medication procedures		
<b>Essential policy documents (on the website) to be read:</b> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy</li> <li>• Allegations of Abuse Against Staff Policy</li> <li>• Low-level Safeguarding Concerns Policy</li> <li>• Staff Equality, Equity, Diversity and Inclusion Policy</li> <li>• Health and Safety Policy</li> <li>• Fire Safety Policy</li> <li>• Behaviour Policy</li> <li>• Anti-bullying Policy</li> <li>• Whistleblowing Policy</li> <li>• Disciplinary Policy and Procedure</li> <li>• Complaints Procedures Policy</li> </ul>		

<ul style="list-style-type: none"> <li>• Allegations of Abuse Against Staff Policy</li> <li>• Online Safety Policy</li> <li>• Data Protection Policy</li> <li>• Data and Cyber-Security Breach Prevention and Management Plan</li> <li>• Social Media Policy</li> <li>• Staff ICT and Electronic Devices Policy</li> <li>• Staff Confidentiality Policy</li> <li>• Photography and Images Policy</li> </ul>		
<p>Shown National College and how to complete the following training:</p> <ul style="list-style-type: none"> <li>• Annual Certificate for Safeguarding in School</li> <li>• Certificate in the Prevent Duty in Schools</li> </ul>		

## Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person..... Is the volunteer in 'Regulated' Activity? Yes "•No "

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check *may* be obtained

### Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	

Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check

**Decision**

- High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.  
 There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person’s uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

**Decision**

•Application for enhanced DBS check is not needed. State reason(s)below:

•Application for an enhanced DBS check is needed. State reason(s)below:

•Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Volunteer (Print Name): .....

Volunteer (Signature) .....

Date .....

Assistant Head/Senior Teacher (Print Name):

Assistant Head/Senior Teacher (Signature)  
.....

Date .....

..

## Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the **class teacher or a senior member of staff** immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the **class teacher or a senior member of staff** will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.

- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

**I, \_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined in this policy.**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

***Forms to be handed out for completion and returned to School Office:***

- Volunteer Application Form
- Volunteer Reference Questionnaire
- Confidentiality Policy
- Confidentiality Agreement Form
- Disqualification Declaration Form
- DBS Form\*

\*For people over the age of 16.

***Forms to be handed out to be read and brought in for induction:***

- Volunteers in School Policy
- 2x Photographic ID for the office (Passport & Driving License preferable)

***Induction includes:***

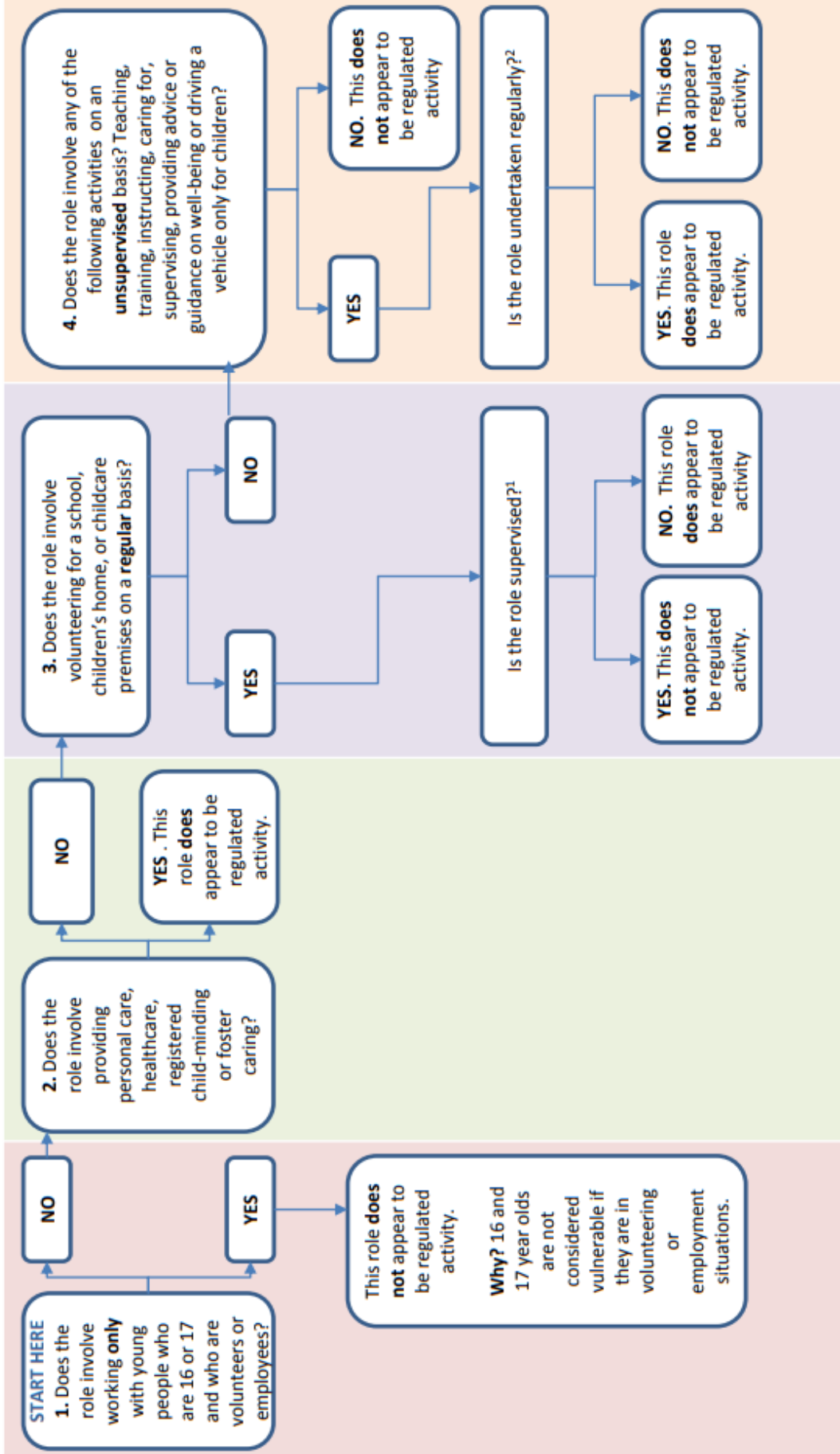
- Complete the Volunteer agreement in 'Volunteers' policy Appendix 2
- Complete the induction checklist in 'Volunteers' policy Appendix 3
- Complete the Risk assessment in 'Volunteers' policy Appendix 4
- Collect an email address to complete National College Safeguarding courses
- Put completed forms from the induction in the 'Volunteers' folder in the School Office

***Next Steps for inductor:***

- Check that all forms/ DBS/ references are back before organising a start date
- Check with SBM that the volunteer/ student is added to the Single Central Record
- Students – Email provider with form for checks to work in UK etc.
- Email Maria Taylor with the Volunteer/ Student email address to be added to National College

# Regulated Activity relating to children and young people

**Important** - this chart does not apply to family arrangements and personal non-commercial arrangements (these are not covered by the DBS system) and should be read in conjunction with the full guidance from the Department for Education, available via [www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring](http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring)



<sup>1</sup> Supervised means regular supervision by someone who themselves is in Regulated Activity. See the Department for Education's guidance on supervision, available via [www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring](http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring)

<sup>2</sup> Regular means carried out by the same person frequently (once a week or more) or on four or more days in a 30-day period (or in some cases overnight).