

Volunteers & Visitors in College Policy
(based on NYCC guidance)

College Governance Status

This policy was introduced in March 2009 and was adopted by the Governing Body. It will be reviewed every three years, or as required, in the light of new Government/Local Authority guidance.

Review dates	By Whom	Approval date
February 2009	Staff and Governors	18.03.09
October 2012	Staff and Governors	17.10.12
September 2015	Staff and Governors	21.09.15
April 2018	Staff and Governors	8.5.18
April 2021		

Signed by the Chair:



Volunteers and invited visitors will be viewed by young people and vulnerable adults as safe and trustworthy adults. If a member of staff is seeking volunteers and considering candidates about whom it has little or no recent knowledge, he/she should adopt the same procedures as they would for paid staff; this will include obtaining two satisfactory references, an enhanced DBS check for people who will work unsupervised, and ensuring that the volunteer is familiar with the Child Protection Policy, Safeguarding Procedures and the College's Acceptable Use – ICT and E-mail Policy. 'Volunteers' in the College context describes people who frequently undertake activities with students.

People attending the College site for no more than three weeks/15 days over a 12-month period, who will be supervised at all times, will be classed as visitors and will not therefore normally require DBS checks or references. However, on each occasion, the risks to young people will be assessed and the safeguarding of young people will remain paramount.

For new volunteers, or those changing duties to ones that will bring them into increased contact with students, it is recommended that staff consider obtaining references and an enhanced DBS disclosure. In coming to a decision, staff should consider:

- the duration, frequency and nature of contact with young people
- what the manager knows about the volunteer, including formal or informal information offered by staff, or other volunteers
- whether the volunteer is well known to others in the community who are likely to be aware of behaviour that could give cause for concern
- whether the volunteer has other employment, or undertakes voluntary activities where referees would advise suitability and
- any other relevant information about the volunteer or the work they are likely to do.

This information will allow staff to make a risk assessment and use their professional judgement and experience in deciding whether a DBS disclosure and references are necessary. Under no circumstances will a volunteer who has not obtained a DBS disclosure, because perhaps he or she does not require a disclosure due to infrequent contact with children, be left unsupervised with young people.