



Disclosure and Barring Service
Volunteer / Student Request Form
(To be completed by a member of the Senior Leadership Team)

Name of Volunteer	Full Name:
Volunteer Position	
Purpose of Volunteering / Placement	
Where will the volunteer be working?	Please tick below: Melcombe Primary School Melcombe Nursery Please Enter: Class: _____ Line Manager: _____
Expected Duration of Volunteer Position/Placement	Start Date: End Date:
Will the Volunteer/Student be supervised/unsupervised (Please tick)	Supervised Unsupervised
Type of check needed Please tick (see guidance notes on Page 2)	Enhanced with barred list check (working in regulated activity) Enhanced check only as supervised
Photographic ID (please attach to form)	Yes No (Passport/Driving Licence/National Identity Card)
Manager SLT team	Print Name: Signature:

*Once the form has been completed the volunteer should report to HR/Reception to obtain a DBS application (with the completed DBS volunteer request form). Once the form has been completed the volunteer will need to bring the form back to reception so that the disclosure form and documents can be checked before being sent to the LA's DBS team. (A list of documents/evidence that an applicant/volunteer must provide is attached on page 4 which can be given to the applicant/volunteer.

*Once the volunteer is issued with their certificate, they will need to either hand this to you so you can make a copy and return to HR for recording on the Schools Single Central Register, alternatively they can report to the school main reception so a copy of the form can be taken and given to the School's HR Officer or see the School's HR Officer directly.

Guidance Notes

Please note that if the volunteer is engaging in Regulated Activity see definition below, they will require an enhanced DBS (with barred list check)

Regulated activity includes:

a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

c) Relevant personal care or health care provided by or provided under the supervision of a health care professional:

- 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;
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

For volunteers whom are supervised but have the opportunity to come into contact with children this is not defined as regulated activity so an enhanced DBS certificate must be obtained rather than an enhanced DBS certificate (with barred list check).

In terms of supervision -

- there must be supervision by a person who is in regulated activity;
- the supervision must be regular and day to day; and
- the supervision must be "reasonable in all the circumstances to ensure the protection of children".

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves. The duty that supervision must take place "on a regular basis" means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an on-going basis, whether the worker has just started or has been doing the activity for some time.

You should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- Ages of the children, including whether their ages differ widely;
- Number of children that the individual is working with;
- Whether or not other workers are helping to look after the children;
- The nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- How vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- How many workers would be supervised by each supervising worker?

In law, Melcombe Primary will have no entitlement to do a barred list check on an applicant/volunteer who, because they are supervised, is not in regulated activity

Does the applicant qualify for a Volunteer DBS check?

In order to apply for a Volunteer DBS check, a person must not:

- Receive any payment (with the exception of travel and approved out-of-pocket expenses)
- Be on a placement
- Be on a course that requires them to do this role
- Be in a trainee position that will lead to a full-time role or qualification

Here's further guidance on the eligibility for DBS checks for volunteers;

Position applied for	Status	Reasoning
Parent helpers in schools	Eligible	This activity is entirely voluntary, unpaid and provides a service to a third party
Adoptive parents & other household members over 18 years old	Eligible	This activity is entirely voluntary, unpaid and provides a service to a third party
Medical/teaching/social work student on work placement as part of training	Ineligible	This activity is a mandatory course requirement and primarily undertaken to benefit the student
Foster carers & members of the same household over 18 years old	Ineligible	This activity is entirely voluntary but foster carers usually receive payments for these activities, therefore it is deemed that neither foster carers nor other members of the household are entitled to free checks

The Definition of a Volunteer

The Police Act 1997 (Criminal Records) Regulations 2002 defines a volunteer as:

“A Person who is engaged in any activity which involves spending time, unpaid, doing something which aims to benefit some third party other than, or in addition to, a close relative.”

Therefore please note that if the volunteer is on a placement or course or working in the school for the purpose of a qualification then they will need to provide you with a copy of an existing certificate from there University/College or pay the school the £44.00 for the DBS enhanced check

Documents the applicant (Volunteer) must provide

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents required will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Continuation sheets

The applicant can [download a DBS continuation sheet](#) for additional information they can't fit on the DBS application form.

Unusual addresses

The applicant must make sure they fill in the address part of the form correctly if they have an [unusual address](#), e.g. if they live abroad, in student accommodation or a hostel.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photo card - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands) All driving licenses must be valid
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid