

Safer recruitment at Trinity School

Supervision of volunteers

All volunteers at Trinity School are considered to be under the regular and frequent supervision of a person in *regulated** activity.

Supervisors include the Headteacher, Deputy and Assistant Headteachers, Phase managers, Teachers, Instructors, Coaches, Teaching Assistants , Midday Supervisor and Midday Assistants.

Volunteers are instructed by the relevant manager who carries out their induction **not** to be involved in lone working, and students' personal care, including medical procedures, feeding young people with complex needs, toileting and changing.

All supervising staff in regulated activity are regularly made aware of their responsibility to ensure volunteers are **not** involved in these activities.

All volunteers, including those engaged in work experience, are listed on the Single Central Register by the Human Resources Manager, who interviews external applicants with the Trinity School Volunteer Lead and attends the Leadership meeting weekly where work experience applications from local secondary schools and colleges are considered. Volunteers who help out for one-off trips/events also need to be shared and listed.

A DBS check plus barred list information is **not** requested for volunteers engaged in work experience as they will always be under the supervision of a member of staff in regulated activity, but **is** requested for external applicants given the vulnerable nature of the students at Trinity School.

**As defined in the Safeguarding Vulnerable Groups Act 2006*