



## **CLYC Risk Assessment Template for Staff & Volunteers who are NOT in Regulated Activity**

*This risk assessment template is intended for use by RYA Affiliated Clubs and Recognised Training Centres, Class Associations and Sailability Centres when assessing if a potential volunteer or employee who will **NOT** be engaged in regulated activity<sup>1</sup> is suitable for the role and if they should be eligible for a disclosure check.*

Name of Applicant	Click or tap here to enter text.	Start Date	Click or tap to enter a date.
Name and role of person conducting the risk assessment	Click or tap here to enter text.		

### **Will the applicant be teaching, training or supervising children or adults at risk on 4 or more occasions in any month? [Please tick one box]**

**Yes**         (*if "Yes" you **must** obtain an Enhanced DBS certificate: If the applicant will be unsupervised you need to include the Children's Barred List and you do **not** need to fill out this risk assessment further*)

**No**         (*if "No" follow this risk assessment*)

Factors to Consider	Description	Risk score
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<sup>1</sup> Regulated Activity can be defined as any role which sees the applicant regularly teaching, training or supervising children or adults at risk.

Will they have direct contact with children and or adults at risk?	Click or tap here to enter text.	Choose an item.
Frequency of working or volunteering directly with children and or adults at risk?	Click or tap here to enter text.	Choose an item.
Any contact with additionally vulnerable <sup>2</sup> children?	Click or tap here to enter text.	Choose an item.
Assisting with any personal care? <sup>3</sup>	Click or tap here to enter text.	Choose an item.
What tasks will they be doing?	Click or tap here to enter text.	Choose an item.
Frequency of working or volunteering in the organisation?	Click or tap here to enter text.	Choose an item.
Will the applicant be working / volunteering with children during normal business hours? when?	(Work between 2am and 6am is <b>Regulated Activity</b> , tick box A above) Click or tap here to enter text.	Choose an item.
Will the applicant be working / volunteering with children or adults at risk overnight? Where? When?	Click or tap here to enter text.	Choose an item.

<sup>2</sup> Additional vulnerabilities: mental, physical or learning disabilities, looked after, asylum seekers, refugees, new migrants' low socioeconomic status, living in poverty, sexual orientation, gender identity etc

<sup>3</sup> The RYA is not currently permitted to carry out checks which include the adults' barred lists as it is deemed that no volunteer roles within clubs and centres should provide personal care. If you feel this is not the case, please contact the safeguarding team on [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

How well does the organisation know the history of the applicant?	Click or tap here to enter text.	Choose an item.
What do you believe are their motivations for applying for the role?	Click or tap here to enter text.	Choose an item.
Can the applicant provide a relevant reference from someone they have worked or volunteered for currently or in the past?	Click or tap here to enter text.	Choose an item.
Can the applicant provide a reference from someone who knows their work with children or adults at risk?	Click or tap here to enter text.	Choose an item.
Does the applicant have a history of paid or voluntary work with children or adults at risk?	Click or tap here to enter text.	Choose an item.
Does the applicant have a recent (within 3 months of issue) DBS certificate from another role <sup>4</sup> ?	Click or tap here to enter text.	Choose an item.

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<sup>4</sup> Best practice states that you should not carry over a disclosure certificate from one position to another or between organisations. If you choose to do this you **MUST** ensure the workforce (Child, Adult, Adult and Child or other) is the same, the role is the same and the certificate was issued within 3 months, or the applicant is registered on the DBS update service or disclosure equivalent.

Is the applicant currently signed up to the DBS update service?	Click or tap here to enter text.	Choose an item.	
Are there any known or suspected concerns around the applicant suitability to engage with children or adults at risk?	Click or tap here to enter text.	Choose an item.	
Any other factors to be taken into account.	Click or tap here to enter text.	Click or tap here to enter text.	
<b>Total Risk Rating</b> [total up the risk scores for each factor]		Click or tap here to enter text.	
<b>Overall Risk level</b> [tick one box – refer to guide below]	<b>Low</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>High</b> <input type="checkbox"/>

Depending on the role and position, if an applicant receives a high level of risk, you may wish to consider requesting a basic disclosure check<sup>5</sup>

### **Guide to assessing risk level**

<sup>5</sup> The RYA is unable to process basic disclosure checks, but you can apply for these online at on the Gov.UK website here: <https://www.gov.uk/request-copy-criminal-record>

(Remember this is only a rough guide and organisations should determine their own risk levels)

**<30**

**Low Risk.** A score of less than 30 points suggests the applicant is well known to the organisation, has probably got some experience of previous work or volunteering with children and or adults at risk, can provide a reference and is generally working on organisation premises and within normal working hours with children and or adults at risk who are not deemed particularly vulnerable. They may be a previous employee or volunteer and are well known to existing staff and volunteers within the club / centre setting. They may hold a recent DBS certificate for another role, which has been seen or be registered on the DBS Update Service.

**30-40**

**Moderate Risk.** A score between 30-40 points suggests the applicant has some connection with the organisation, perhaps as a parent and may have done some similar voluntary or paid work in the past. No particular issues have come to light and there are no concerns over their suitability. The applicant has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check.

**41+**

**High Risk.** A score of above 40 points suggests that the applicant has no previous connection with the organisation and is not known to staff or volunteers at the organisation and cannot provide relevant references as to their suitability to work with children and or adults at risk. They do not hold a current DBS or portable DBS check, or they may be expected to work directly with children or adults at risk who may be particularly vulnerable or off the organisation premises and out of hours.

**Agreed Action:** [tick box]

Applicant Accepted

Applicant Rejected

Comment on reason: [Click or tap here to enter text.](#)

**Sign Off:**

Name of person Signing off risk assessment: Click or tap here to enter text.

Role: Click or tap here to enter text.

Signature: .....

Date: Click or tap to enter a date.

Date: Click or tap to enter a date.