**Risk Assessment Form**

The School/Academy undertakes to discuss any matter revealed in a Disclosure with the applicant before making a decision.

This form should be used, as part of this interview process to assess the suitability of the applicant for their proposed position, in light of matter(s) disclosed on their DBS Certificate.

***For completion by member of Senior Leadership Team.***

**School:**

**Name of Applicant:**

**Position:**

**Name of Manager:**

**Application type:** New starter  Renewal  Non-employee

**Position involves working with:**

Children

**Referred to Safeguarding?** Yes  No

If no please state reason:

***Section A (risk assessment) – to be completed by a member of the senior leadership team\*.***

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| --- | --- | --- | --- |
| **No.** | **Question** | **Applicable**  **(Delete as appropriate)** | **Comments** |
| **Questions 1-2 to be completed by the Senior Leadership Team only** | | | |
| 1 | If the disclosure is a re-check for an existing member of staff, has the risk been assessed of the applicant remaining in post whilst the risk assessment is in process | Yes  No  N/A |  |
| 2 | Does the disclosure content indicate a risk by association? | Yes  No  *If ‘Yes’ , explain how this impacts on the individual’s position* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions 3-11 to be completed by the manager having interviewed the applicant in relation to the disclosure content** | | | |
| 3 | Did the applicant declare the matters on the DBS Disclosure Application form and / or during the recruitment process (e.g. on their application form or at interview)? | Yes  No  N/A  *If ‘No’ state reason* |  |
| 4 | Does the individual agree that the information detailed on the DBS Certificate is correct? | Yes  No  N/A  *If ‘No’ what do they think is incorrect and why?* |  |
| 5 | Were any offences work-related or committed within the context of a work setting? | Yes  No  N/A  *If ‘Yes’ give details* |  |
| 6 | Were any offences committed within the last 3 years? | Yes  No  N/A |  |
| 7 | What is the individual’s attitude to the offence/s now? | *Please specify e.g. regret, remorse, justified, denial* |  |
| 8 | Are there any mitigating circumstances? e.g. immaturity, traumatic life event | Yes  No  N/A  *If ‘Yes’ specify what* |  |
| 9 | Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol) | Yes  No  N/A  *If ‘Yes’ specify* |  |
| 10 | Can the applicant demonstrate any efforts not to re-offend?  e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse. | Yes  No  N/A  *If ‘Yes’ specify*  *(NB – completing Community Service is a punishment not a rehabilitation programme)* |  |
| 11 | Will the nature of the post present any realistic opportunities for re-offending? | Yes  No  N/A  *If ‘Yes’ specify* |  |

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| --- |
| **Summary** (include any action that can be taken to mitigate identified risks which will enable recruitment or continued employment)  **Date Meeting took place:** |

**Applicant declaration**

I confirm that I have discussed my disclosure application with the above-named member of the Senior Leadership Team.

I understand that the risk assessment form will be retained by [insert school name] in line with Information Commissions guidance. I also understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required, could make an offer of employment invalid or lead to termination of employment.

**Signature:       Date:**

I confirm I have provided a copy of this document to the applicant.

**Name:** **Signature:       Date:**

***Section B (outcome) – to be completed as indicated below***

**Outcome of Risk Assessment (to be completed by member of Senior Leadership Team.)**

In light of the above risk assessment, and having considered the nature of the offence(s) disclosed and their relevance to the position in question, I recommend the following action:

Withdraw (offer of) employment

*Please refer to HR Connect/Your HR Provider for advice as appropriate*

Continue with (offer of) employment

Discussed with Safeguarding

If yes please give named contact, date and details of discussion below:

Further Comments:

I confirm I have provided a copy of the above document to the applicant.

**Name:       Signature:       Date:**

**Outcome of Risk Assessment (to be completed by Headteacher)**

Withdraw (offer of) employment

Continue with (offer of) employment

**Name:       Signature:       Date:**

**Guidance on completing Risk Assessment form**

Please note that the information obtained from this Risk Assessment process will form the main basis to deciding whether the employment of the above named should commence/continue. It is therefore in the best interests of all parties that this document is completed in full and that a full (verbal) account is given of any matters which have been disclosed.

In completing this risk assessment document, please address **all information** disclosed on the DBS disclosure certificate, including cautions, reprimands and warnings in addition to convictions. Enhanced-level disclosures involve an additional check against local police records, and relevant additional information may be disclosed at the discretion of any Chief Officer of the Police Force. This is included in the disclosure copies sent to both the applicant and employer

**Please note that it is not permitted to make any copy or representation of the contents of a Disclosure as part of this process.**

The Headteachers/Principals decision based on the risk assessment which may be carried out by a member of the Senior Leadership Team will be final with no right of appeal. The School reserves the right to carry out further DBS checks at any time.

**Copy for the Applicant**

You should provide a copy of the Risk Assessment form, part A to the applicant.

**Queries**

Should a member of the Senior Leadership team require advice on identifying and assessing the relevance and circumstances of disclosure information they should contact the Schools Personnel Service in the first instance.

For offences indicating an increased element of risk to children, advice on the assessment of risk should be formally sought from the Safeguarding Children Unit Local Authority Designated Officer (LADO), **Ali Watling**.

For any other queries in relation to the DBS process, please contact the Employment Check team on **0331 630 9545** or [**employment.check@**](mailto:employment.check@kent.gov.uk)**hrconnect.org.uk**