

## Safer Recruitment DBS Risk Assessment Pro-forma: Employees and Volunteers

This form is to be used when commencement of employment is being considered prior to a satisfactory DBS Disclosure being obtained. Please tick and date when completed. Record all follow up actions and comments.

Action	Complete	Management Action	Date
<b>Pre-recruitment Checks</b>			
Application form checked for gaps and anomalies			
Two satisfactory references received			
Completed DBS form submitted to HR/manager			
Proof of ID obtained and copied			
Permission to work in UK checked and documented			
Original qualifications seen and copied			
Check of agency's dismissal register undertaken with satisfactory results			
Check of professional registration body with satisfactory results			
<b>Safeguarding Checks</b>			
<b>If employee has disclosed previous convictions/cautions please consider the following:</b>			
Candidate has made you aware of nature of conviction/caution and you do/do not feel this poses a risk to the safety of children and staff/volunteers			
The conviction/caution does not automatically bar candidate from working with children			
<b>For all employees please consider the following questions:</b>			
Does the post require unsupervised access to children?			
In the course of such duties can the employee observed or supervised by another who has been checked?			
Does the post require employee to work in a remote/out of sight location?			
Does the employee have access to keys that grant unsupervised access to building out of hours?			
Will the employee be providing personal care to children?			

Action	Complete	Management Action	Date
Will the employee be responsible for escorting children to the toilet?			
Will the employee be residing with children for any period of time?			
Will the employee have potential for contact with children away from the organisation or outside working hours?			
Does the employee live on site?			
Is training required for others in relation to supervising the employee?			
Does the employee require supervision prior to return of satisfactory DBS Disclosure?			
Has a satisfactory Children's Barred List check been completed by HR/manger?			

I confirm that I have considered the risk to children, staff and volunteers of allowing this person to be employed prior to receipt of satisfactory DBS Disclosure.

I am willing/not willing for them to commence employment subject to any conditions outlined above.

Signature:

Print name:

Position:

Date: