

Federation of Heavers Farm and Selsdon Primary Schools

Risk Assessment for staff commencing employment pending a DBS disclosure

DISCLOSURE AND BARRING POLICY

See Croydon's Disclosure and Barring Policy 2013 <http://www.croydonhr.co.uk>

COMMENCEMENT OF WORK PRIOR TO RECEIPT OF DBS DISCLOSURE CERTIFICATE

In all circumstances every effort must be made to ensure a Disclosure is obtained prior to an individual commencing work. Only in exceptional circumstances can an individual commence work without the full results of the Disclosure being known and then only when sufficient safeguards are in place to ensure the individual has no unsupervised access to children. Decisions about starting individuals before the results of a Disclosure are known will be taken by the Headteacher.

Prior to seeking approval of the Headteacher.

- a) All other pre-employment checks must have been received and confirmed as being satisfactory.
- b) A correctly completed Disclosure application form must have been sent to DBS.
- c) The individual must have been checked and cleared against the relevant barred list (where applicable for regulated activity posts).
- d) The line manager must have undertaken a risk assessment (see below) to determine and ensure that sufficient safeguards are in place to ensure the individual has no unsupervised access to children. The line manager must complete and submit the risk assessment with their request to the Headteacher for an individual to start work prior to the receipt of a disclosure certificate.

The completed risk should, with the Headteacher's authorisation should be placed on the candidate's personnel file.

RISK ASSESSMENT

For candidates starting employment prior to completion of DBS check

Name of Candidate:	Date of Birth:
Job Title:	School:
Proposed Start Date:	Line Manager Conducting Assessment:
Type of work/employment	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>
Will the post holder have direct access to children?	Yes <i>Date check carried out</i>
Will the post holder be supervised by a person who has the relevant DBS check?	Yes <i>What level of DBS check has been carried out on the supervisor?</i>
Will supervision be regular and day to day?	Yes

BACKGROUND INFORMATION CHECK

Information required	Notes/Confirmation
Has application form been checked for gaps, discrepancies or anomalies?	
Appropriate and satisfactory references?	<i>Reference 1:</i> <i>Reference 2:</i>
Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation.	
Qualifications – Have you checked and verified that the candidates qualifications fulfil the requirements in the selection criteria?	
Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974?	<i>Please state the information they supplied.</i>
Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications.	Yes
Have you seen right to work in UK checks?	Yes
Have satisfactory health checks been received.	Yes
Has the candidate has worked or lived abroad in the last 5 years. If yes, has an additional criminal record check been requested/carried out?	<i>Lived/worked abroad? Yes</i> <i>If yes, additional criminal record check requested/carried out? Yes</i>

	<i>Details</i>
The Children's Barred List (formerly List 99) Check been carried out.	Yes <i>Date check carried out</i>
Does the candidate already hold an Enhanced DBS certificate?	Yes <i>If yes, details (Registered Body, date, :</i>
Has a DBS check been requested?	Yes <i>If yes, date application was made:</i>

It is important to ensure that supervision is reasonable, and the level of supervision may differ depending on the circumstances/needs of the vulnerable group. The manager/head teacher should therefore consider the following factors in deciding the specific level of supervision that is required in an individual case.

ASSESSING THE RISKS

Factors to consider	Provide details	Possible risk?
Ages of the children.		Yes <i>If no, state why:</i> <i>If yes, state safeguarding measures you will be putting in place:</i>
Number of children.		Yes <i>If no, state why:</i> <i>If yes, state safeguarding measures you will be putting in place:</i>
Whether or not other workers are helping to look after the children.		Yes <i>If no, state why:</i> <i>If yes, state safeguarding measures you will be putting in place:</i>
The individual's opportunity for contact with children.		Yes <i>If no, state why:</i> <i>If yes, state safeguarding measures you will be putting in place:</i>
How vulnerable the children are, in relation to their needs		Yes <i>If no, state why:</i> <i>If yes, state safeguarding measures you will be putting in place:</i>
How many other workers will be supervised by this supervisor?		Yes <i>If no, state why:</i> <i>If yes, state safeguarding measures you will be putting in place:</i>

Any further information

Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the environment where the activities will take place?

Level of Risk:

Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.

High Risk	
Medium Risk	
Low Risk	

Can protective measures be put in place to render the risk low? Yes

Outline of the protective measures **Risk Management Plan** e.g. curtailment of access to children; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.

Risk Assessment completed by Line Manager:

Signed

Date:

Print Name

Authorised by Headteacher

Is this person suitable to start work before the DBS is returned? Yes

Comments: (Reasons for decision)

Risk Assessment Authorised by Headteacher; Signed

Date

Print Name

Once authorised this completed form should be stored in the employee's personnel folder, in a locked secure cabinet.