

POSITIVE DBS DISCLOSURE DECISION FORM (Risk Assessment)

This risk assessment form was developed by Bath and North East Somerset Council and NHS Bath and North East Somerset and we are grateful for their permission to include it in this resource. It has been shared with us by Safety Net, Brighton

Name of individual:			Date of Birth:		Address:	
Post Applied for:				Organisation:		
Recruiting Manager:				Signed		Date
CEO: Chair of Trustees:				Signed		Date
Local Authority Designated Officer:				Signed		Date
Decision (please tick as applicable)		*Employ with adjustments to role (give details e.g. supervision, monitoring arrangements etc.)				
Employ	<input type="checkbox"/>	Do not employ	<input type="checkbox"/>			
Suspend	<input type="checkbox"/>	Allocate to other work	<input type="checkbox"/>			
Discussed with individual (insert date)						

QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments please complete as fully as possible to inform risk assessment
<p>Do the DBS Listings (formerly POCA, POVA, List 99) bar the appointment? If the answer is yes then the appointment is automatically unlawful and the person must not be appointed to the post. Do not continue with this decision sheet.</p>	<p>Yes* refer to LADO immediately</p> <p>No</p>		
<p>Are you satisfied with the candidate's/employee's/volunteer's explanation of the circumstances of the offence? All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances.</p>	<p>Yes</p> <p>Unsure</p> <p>No</p>		
<p>How serious do you consider the offence to be?</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p>		
<p>Did the offence occur recently? For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent.</p>	<p>Within last;</p> <p>Year</p> <p>3 years</p> <p>10 years</p> <p>Older</p>		
<p>At what age were the offences committed? Was the offence committed as an adult, or as a child or adolescent? Offences that took place years ago may have less relevance now with the exception of serious violent or sexual offences.</p>	<p>State age</p>		
<p>What age is the applicant now?</p>	<p>State age</p>		
<p>Does the disclosure show a pattern of behaviour, or was the offence a one-off? Repeated offences may indicate that the individual has not been able to change his/her offending behaviour, and may be more likely to re-offend.</p>	<p>One-off</p> <p>Repeat – frequent</p> <p>Repeat - infrequent</p>		

QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments
<p>Have the circumstances that contributed to the applicant committing the offence or behave in such a manner changed for the better? Look at all the circumstances, including the employment pattern and the individual's own explanation.</p>	<p>Yes No Maybe</p>		
<p>Did the applicant disclose any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as part of the application process/at interview/or during their employment? Note that a failure to disclose a relevant offence, without a satisfactory reason, will be a breach of contract and render any employment offer void or where the individual is an employee lead to disciplinary action which could lead to their dismissal.</p>	<p>Yes No – no valid reason No – but has valid reason</p>		
<p>Are there any concerns in regard to the employee's motivations for working with children?</p>	<p>Yes No</p>		
<p>Is there any evidence in regard to any inability to manage conflict, cope with challenging behaviour?</p>	<p>Yes No</p>		
<p>Were any gaps in employment identified and were these cause for concern?</p>	<p>Yes No</p>		
<p>Were both employer references satisfactory and at least one reference verified by telephone?</p>	<p>Yes No</p>		
<p>Does the post involve responsibility for finance, items of value or other high risk areas? This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.</p>	<p>High Moderate Low</p>		
<p>Does the role allow the opportunity to re-offend? Consider the nature of the post in relation to the disclosed offence(s).</p>	<p>Yes No</p>		
<p>What level of management supervision will the person receive? What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?</p>	<p>High Moderate Low</p>		
<p>What mechanisms are in place to track the individual's progress? A review requirement allows for the possibility of the person moving to a role they are not currently safe for, or moving into a 'safer' role or dismissed if there is a deterioration.</p>	<p>Adequate Inadequate</p>		

FURTHER COMMENTS/OVERALL SUMMARY

PLEASE ENSURE YOUR FINAL DECISION IS RECORDED ON THE FRONT PAGE OF THIS DOCUMENT AND SIGNED BY THE RELEVANT PARTIES.

THIS RISK ASSESSMENT SHOULD BE RETAINED CONFIDENTIALLY IN A SEALED ENVELOPE ON THE EMPLOYEE'S PERSONAL FILE