

MODEL DBS CHECK RISK ASSESSMENT

This form can be used to assist in assessing and recording the risks of allowing someone to start work or volunteer in the setting prior to a DBS (Disclosure and Barring Service) check being received or where a DBS certificate shows relevant convictions or other relevant information.

The assessment of risk must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks.

The completion of this risk assessment form is the responsibility of the appointing manager or line manager as appropriate. It must be authorised by the Committee Chair or the proprietor before the person can start or continue working with children or vulnerable adults or their records. This completed risk assessment form must be placed on the individual's personnel file or other appropriate file and made available for Safeguarding and Ofsted inspections.

***Only in very exceptional circumstances** staff (but not volunteers) who work with children, or their records may work without an enhanced DBS certificate if they are closely supervised i.e. within sight and sound of someone with a clear DBS check. However, this will normally **only be permissible when not to allow them to work would disrupt the care of children, e.g. where there is a regulatory requirement to have a ratio of staff to number of children. People may therefore only work in these circumstances when the following applies:**

- The appointment is necessary to allow the service provision to continue.
- In the case of children, the person has an enhanced DBS certificate issued within the **3 months** by another body and the person provides the original enhanced DBS certificate to the appointing manager as evidence.
- An enhanced, DBS check has been applied for by the setting.
- The person has no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children.
- This risk assessment and risk management plan has been completed and signed off by the relevant manager.

Due to the high risks involved in appointees working in one to one situations or similar environments, they must not start work until the fresh DBS certificate has been received.

Please note that candidates may be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.

***Managers should ensure that all staff are aware of these arrangements**

DBS Risk Assessment Checklist

Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the setting.

Name of Person

Role

Interview Date

Proposed Start Date
.....

DBS Check application date
.....

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes No

Reason for starting without seeing a new DBS Check

- Continuity of the settings provision to children
- Other (please state)
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Known Information

Have all the following checks been satisfactorily completed?

- Identity check (photographic) [Essential]
- Verification of current address [Essential]
- Barred list check (if legally appropriate) [Essential]
- Prohibition check (for teachers) [Essential]
- Overseas checks (where relevant)
- Right to Work in the UK [Essential]
- Confirmation of qualifications [Essential]

- Two references [Essential]

Any other information (please state)

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Previous DBS Certificate

If the person has a previous DBS, on what date was it issued?

When was the person's last day at work in their previous setting?

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If the person's proposed start date and their last day at their previous setting or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most settings will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.

Decision – this should be based on evaluating the above information collated.

- High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- Medium Risk** – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- Low Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

Authorisation

Manager (Print Name)

Manager (Signature)

Date



Chair of committee (Print Name)

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Chair of committee (Signature)

Date

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