

RISK ASSESSMENT CHECKLIST FOR A DBS POSITIVE DISCLOSURE –

It is important that managers keep a clear and comprehensive summary of any allegations made, **details of how the allegation was followed up and resolved, and details of any action taken and decisions reached on the confidential supervision file held locally by the manager.**

This document should be used to record the risk assessment undertaken once the investigation is complete and the employee/volunteer remains in the workplace. It should always be given to a new line manager/supervisor should the employee/volunteer move to a new role.

- The purpose of the record is to enable accurate information to be given in response to any future request for a reference.
- It will provide clarification in cases where a future DBS Disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction.
- And it will prevent unnecessary re-investigation if, as sometimes happens, allegations re-surface after a period of time.

Assessing the job for risk, taking into account the employer's duties in law.

<p>New application/Existing employee/volunteer, new offence: Disclosed at interview/manager notified at time of conviction: YES / NO</p>	
<p>The Nature of the Crime – what was the conviction(s)?</p>	
<p>When it happened – date(s) involved?</p>	
<p>Circumstances involved – including candidate's explanation.</p>	
<p>Sentence given – e.g. custodial / a fine, etc</p>	
<p>Patterns of offending – frequency/repeats</p>	
<p>Efforts to avoid re-offending – e.g. course attended?</p>	

Impact on Job Requirements of Offending Behaviour / Convictions?	
Safeguards against offending at work and risk to Council?	
Possible reactions e.g. clients, employees, public bodies, courts?	
Date DBS Disclosure submitted:	
Taking account of all factors above, please analyse whether the risk is Significant, Moderate, Minor or Insignificant; your reasons for this assessment and your recommendations:	

Risk Assessment carried out by Manager:

Signed:.....

Dated:

Advising the Manager:

Signed:.....

HR Case Advisor

Dated:

Countersigned by Service/Corporate Director:

Signed:.....

Dated:

Advised by HR Operations Manager:

Signed:.....

Dated: