



POSITIVE DBS DECISION FORM (Risk Assessment)

The recruiting manager must use this form to carry out a full risk assessment where a Positive Disclosure has been received. The assessment is designed to support managers in making an informed and balanced decision about whether to employ/continue to employ an individual. Before any decision is reached the individual must be offered the opportunity to discuss the contents of the disclosure with the manager. Human Resources will provide notification of positive disclosures.

For directly employed staff: Managers must ensure the Safeguarding Lead is aware of all positive disclosures. Once the risk assessment has been carried out and a decision made, the form must be agreed and signed off by the Safeguarding Lead and a member of the Executive team. Any disclosures which raise child protection issues must also be discussed with the LADO (Local Authority Designated Officer) before any approval. This may necessitate the holding of a strategy meeting, if recommended by the LADO.



Name of individual:			Date of Birth:		Address:						
Post Applied for:				Department:		DBS Certificate No:					
Recruiting Manager:				Signed			Date				
Executive:				Signed			Date				
Safeguarding Lead:				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"/>		
Discussed with individual (insert date)											

A positive disclosure from the Disclosure & Barring Service is a certificate that shows cautions, warnings or convictions. It may show spent convictions and also unspent convictions, and for Enhanced checks, it will also show other information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.



QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments
<p>Do the ISA 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 * contact HR immediately</p> <p>No</p>		
<p>Are you satisfied with the candidate’s explanation of the circumstances of the offence?</p> <p>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?</p> <p>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>1 Year</p> <p>3 years</p> <p>10 years</p> <p>Older</p>		



<p>At what age were the offences committed?</p> <p>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?</p> <p>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>		
<p>Have the circumstances that lead the applicant to commit 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</p> <p>No</p> <p>Maybe</p>		



QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments
<p>Did the applicant disclose the conviction(s)/ cautions, warnings or reprimands as part of the application process/at interview?</p> <p>Note that a failure to disclose an offence, without a satisfactory reason, will be a breach of contract and render the employment offer void.</p>	<p>Yes</p> <p>No – no valid reason</p> <p>No – but has valid reason</p>		
<p>Are there any concerns in regard to the employee’s motivations for working with children/vulnerable adults?</p>	<p>Yes</p> <p>No</p>		
<p>Is there any evidence in regard to any inability to manage conflict, cope with challenging behaviour?</p>	<p>Yes</p> <p>No</p>		
<p>Were any gaps in employment identified and were these cause for concern?</p>	<p>Yes</p> <p>No</p>		
<p>Were both employer references satisfactory and at least one reference verified by telephone?</p>	<p>Yes</p> <p>No</p>		



QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments
<p>Does the post involve responsibility for finance, items of value or other high risk areas?</p> <p>This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.</p>	<p>High</p> <p>Moderate</p> <p>Low</p>		
<p>Does the role allow the opportunity to re-offend?</p> <p>Consider the nature of the post in relation to the disclosed offence(s).</p>	<p>Yes</p> <p>No</p>		
<p>What level of management supervision will the person receive?</p> <p>What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?</p>	<p>High</p> <p>Moderate</p> <p>Low</p>		



FURTHER COMMENTS/OVERALL SUMMARY

A large, empty rectangular box with a thin black border, intended for providing further comments or an 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 WILL BE RETAINED CONFIDENTIALLY IN A SEALED ENVELOPE ON THE EMPLOYEE'S PERSONAL FILE - PLEASE RETURN THIS FORM TO HUMAN RESOURCES.