



ROEDEAN MOIRA HOUSE DBS CHECK RISK ASSESSMENT PROCEDURE 2018-19

This procedure can be used to assist in assessing and recording the risks of allowing someone to start work or volunteering before a DBS (Disclosure and Barring Service) check is received or where a DBS certificate shows relevant convictions or other relevant information.

The completion of this risk assessment form is the responsibility of the Principal or Deputy Principal as appropriate. It must be authorised by the Principal or Chair of the School Council before the person can start or continue working with children or their records. This completed risk assessment form must be placed on the individual's personnel file and made available to HR, Audit, Safeguarding, BSA and ISI inspections.

In very exceptional circumstances staff (but not volunteers) who work with children or their records may work without a clear Roedean Moira House enhanced DBS certificate if they are closely supervised (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 and vulnerable adults; e.g. where there is a regulatory requirement to have a ratio of staff to number of children or vulnerable adults. People may 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 last year by another body and the person provides the original enhanced DBS certificate to the appointing manager as evidence.
- An enhanced, Roedean Moira House DBS check has been applied for.
- The person has no unsupervised contact with children or vulnerable adults.
- They have no access to sensitive records, particularly information about individual children.
- Any access to school databases is permitted only after authorisation by the Principal.
- This risk assessment and risk management plan has been completed and signed off by the relevant Principal.

Due to the high risks involved appointees to work in one to one situations or in residential care or similar environments 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.



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DBS Check Risk Assessment Form

PART 1 - FOR THE APPLICANT TO COMPLETE

Your DBS certificate has been returned with information contained on the certificate which may be relevant to your employment. This will not necessarily bar you from working with Roedean Moira House. It will depend on the nature of the position that you are applying for and your circumstances at the time of the incidents or offences. We would therefore like to give you the opportunity to provide an explanation for these incidents or offences, as well as the circumstances around you at the time. We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.

Please complete the following information. Please be aware that to withhold information or to give false information will be regarded as an attempt to falsify records which constitutes gross misconduct and will, if proved, lead to dismissal under the School's procedures.

Name:	Date of Birth:
Position Applied for:	Department:

Offence or Incident:
Date of Offence or Incident:
Information about who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.
Explanation about how you, the applicant, now feel about the incident or offence.
Information about how the offence or incident might affect your work in Roedean Moira House.

Declaration by Applicant

I certify that the information I have provided on this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my job or volunteering application being unsuccessful or, if employed, in my facing possible dismissal or other disciplinary action.

Signature:	Date:
Print:	

Complete additional forms if there is more than one offence / incident.

PART 2 - FOR THE HUMAN RESOURCES ASSISTANT TO COMPLETE

Name of Candidate:	Date of Birth:
Job Title:	Department:
Proposed Start Date:	

A. BACKGROUND INFORMATION CHECK

Information required	Notes/Confirmation
Has the Recruitment Checklist been completed, including all of the following?	
<ul style="list-style-type: none"> Application Form - check gaps, discrepancies or anomalies 	
<ul style="list-style-type: none"> Appropriate and satisfactory references 	
<ul style="list-style-type: none"> Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation. 	
<ul style="list-style-type: none"> Qualifications - Have you checked and verified that the candidates qualifications fulfil the requirements in the selection criteria? 	
<ul style="list-style-type: none"> Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied. Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications. 	
<ul style="list-style-type: none"> Have you seen and verified asylum and immigration checks? 	
<ul style="list-style-type: none"> Have satisfactory health checks been received. 	
<ul style="list-style-type: none"> List 99 check 	
DBS Checks	Comments
1. Does the candidate already hold a DBS certificate? If not, please go to Q6.	

<p>2. Was the DBS certificate obtained by Roedeans Moira House? If not, who is the Registered Body?</p>	
<p>3. Was the DBS certificate issued within the last 12 months?</p>	
<p>4. Is the DBS certificate “Enhanced level”?</p>	
<p>5. If the candidate is going to work with children the DBS certificate must indicate “None Recorded” against the ISA Children’s Barred list information.</p>	
<p>6. Has the candidate completed a new DBS certificate Application form? Confirm date that the application form has been forwarded to the DBS or Recruitment team in the Shared Service Centre for processing. Failure to provide a date may mean delays in the person commencing work.</p>	<p>Date completed DBS application returned:</p>
<p>7. Has the candidate been a resident outside of the United Kingdom?</p> <ul style="list-style-type: none"> • If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in? • If no, is a Police Check or DBS equivalent from that country being sought? 	

Risk Assessment completed by Human Resources Assessment

Signed

Date:

Print Name

B. ASSESSING THE RISKS

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Application form and/or the Roedean Moira House Application form?	Yes / No If 'No' state reason	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/ No If 'No' what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting?	Yes/No If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes / No If 'Yes' explain context in which each offence occurred e.g. where, how, why and details of any victims. (Continue overleaf if necessary)	
What is the individual's attitude to the offence/incident now?	e.g. regret/remorse/ justified/denial	
Would they do anything differently now?	Yes / No If 'Yes' specify what	
Has the individual's circumstances changed since the conviction/s e.g. location/friends/partner/ education?	Yes / No If 'Yes' specify what	

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Question	Applicable (Please delete as appropriate)	Comments
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes / No If 'Yes' specify what	
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol)	Yes / No If 'Yes' specify	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse.	Yes / No If 'Yes' specify (NB - completing Community Service is a punishment not a rehabilitation programme)	
Does the post have any direct contact with the public and if so how vulnerable are they?	Yes / No If 'Yes' give details	
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	Yes / No If 'Yes' specify what	
What supervision is available and how readily?	Give details	

Any further information

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

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<p>Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.</p>	
High Risk	
Medium Risk	
Low Risk	
<p>Can protective measures be put in place to render the risk low? Yes / No</p>	
<p>Outline of the protective measures Risk Management Plan e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.</p>	

Risk Assessment completed by Principal

Signed

Date:

Print Name

<p>Authorised by Principal or Chair of School Council</p>
<p>Is this person suitable to start work before the DBS is returned or to continue working under the conditions proposed above? Yes/No</p> <p>Comments: (Reasons for decision)</p>



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Is this person given permission to access school systems? Yes / No
Comments: (Reasons for decision)

Risk Assessment Authorised by Principal / Chair of School Council

Signed

Date

Print Name

Please retain this in the member of staff's personnel file in a locked secure cabinet.



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Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Safer Recruitment and Selection Policy
- Staff Induction Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019