**RISK ASSESSMENT FORM FOR STAFF AWAITING OVERSEAS POLICE CHECK/CERTIFICATE OF GOOD CONDUCT**

This form is to be completed to make an assessment about a candidates' suitability to commence employment prior to receipt of an overseas police check/Certificate of Good Conduct, as part of our DBS process. The risk assessment must be carried out and signed by the Headteacher **before** the individual commences employment.

**Individuals should only be allowed to commence employment without an overseas police check if, in exceptional circumstances, following completion of a satisfactory risk assessment by the Headteacher, any delay is likely to severely affect service delivery.**

**Please be aware: if anything detrimental is highlighted on receipt of checks, that the candidate’s employment is likely to be terminated.**

Candidate's Name…………………………………………………………………….

Post Applied For……………………………………………………………………….

Provisional start date………………….

Country/Countries check requested from……………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Did the applicant submit a fully completed application form including, all previous employment and gaps in employment? | Yes |  | No |  |
| 2. Did the applicant declare any criminal convictions, bind-overs, cautions, reprimands or police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country? | Yes |  | No |  |
| If yes, are these convictions relevant to the work that they are being employed to undertake? | Yes |  | No |  |
| If yes, are these convictions of a serious nature i.e. offences against children / vulnerable adults / violent or sexual offences etc? | Yes |  | No |  |
| If yes, please state details ………………………………………………….......................................................................…………………………………………………………………………………………………………………………………….. |
| 3. Did the applicant declare that they had been subject to any disciplinary investigation or action, including suspension? | Yes |  | No |  |
| If yes, please state details …………………………………………………………………………………………….............……………………………………………………………………………………………………………………………………. |
| 4. Has a DBS check been completed and to a satisfactory standard?  | Yes |  | No |  |
| If no, please state details ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 5. Has the overseas police check process been started by the applicant?  | Yes |  | No |  |
| If yes, please state the date/s the application was started …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| If no, please state the reasons why …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 6. Have employment references been obtained in line with KCSIE guidance? | Yes |  | No |  |
| 7. Do the individual’s references give any cause for concern? | Yes |  | No |  |
| If yes, please state details……………………………………………………………………………………………………………………………………………………………………………………………………………………………………............. |
| 8. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before a Disclosure is received? | Yes |  | No |  |
| If yes, please state details………………………………………………………………………………………………….…...…………………………………………………………………………………………………………………………………...... |
| 9. Does the job involve regularly caring for, training, supervising of being in sole charge of children?  | Yes |  | No |  |
| 10. Will the individual be required to work alone during their induction period? | Yes |  | No |  |
| 11. Will the individual have access to, or opportunity to commit an offence against a child? | Yes |  | No |  |
| 12. Has a check of the Children’s Barred List been made? | Yes |  | No |  |
| If yes to questions 8, 9, and 10 what precautions or measures will you put in place to prevent this from happening? (e.g. they are not left alone with children and do not have access to confidential information) ......................................................................................................................................................................................……………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………….. |
| 13. Are you satisfied the risk of possible offending can be minimised by ensuring that satisfactory supervisory measures listed above can be implemented to prevent the individual from being alone with children? | Yes |  | No |  |
| 14. Please outline the implications of delaying the individual in commencing employment…………………………..........................................................................................................................................................................................…………………………………………………………………………………………………………………………………….. |
| 15. I can confirm that the individual will be fully supervised at all times until the overseas police check is received | Yes |  | No |  |

**DECLARATION BY HEADTEACHER**

Please tick **one** of the following statements

|  |  |
| --- | --- |
|  | I have considered the questions outlined above, and **I am not satisfied** that it is safe to allow the above-named individual to commence to work before the overseas police check is received. |

**OR**

|  |  |
| --- | --- |
|  | I have considered the questions outlined above and confirm that **I am satisfied** that it is safe to allow the above-named individual to commence work before the overseas police check is received, subject to the safety measures detailed above being in place |

I confirm that I have notified relevant and appropriate staff that the individual is still subject to clearance and of the need to ensure the above measures are implemented.

I confirm that I have explained to the individual concerned the implications of commencing work prior to clearance being received and the possibility that disciplinary action including summary dismissal may result if it is subsequently discovered that the individual did not disclose any material facts relating to their employment.

**Signed:** …………………………………………………………………………………

**Print Name:** …………………………………………………

**Date:** ………………………………………………………………………….…………

**This form should be retained on the candidate’s personal file until a suitable DBS Disclosure is received allowing a decision to be made about their continuing employment.**