

D. Risk Assessment, Cause for Concern

This risk assessment must be completed initially by recruiting / line managers where there is cause for concern with a candidate / employee / volunteer / consultant / worker. This should then be reviewed by the Assistant Director / Headteacher who will make the relevant decision relating to the individual's employment. To facilitate their assessment, they may require additional information. Advice should be sought from People Management (or HR Provider), LADO or Position of Trust Lead.

Candidate Details

Name		Vacancy / Position Title	
Directorate			

DETAILS AND SERIOUSNESS	Details
Was the individual required to disclose the matter and did they?	1. NO REQUIREMENT TO DISCLOSE 2. DID DISCLOSE 3. FAILED TO DISCLOSE
Does the individual have a recent DBS check at the correct level? Do they agree that the information detailed on the DBS certificate is correct and up to date? If not applicable, please enter N/A	
Description of the concern, including where the concern originated from (e.g. the DBS certificate, complaint etc.) and the individual's account including dates etc.	
Did / can the individual provide additional information or evidence? For example, a copy of their police report, and does this additional evidence support the individual's description of the matter?	1. ADDITIONAL EVIDENCE PROVIDED AND SUPPORTS DESCRIPTION 2. NO ADDITIONAL EVIDENCE 3. EVIDENCE DOES NOT MATCH INITIAL DESCRIPTION OF EVENTS Further info:
Considering the offence category and penalty/sentence only, how serious is / are the offence/s? <i>For example, Offence categories and codes cover a wide variety of offences. Arson can range from making a fire to keep warm to intentionally setting out to destroy property and endanger lives.</i>	1. LOW – e.g. caution / fine or misdemeanour 2. MEDIUM –e.g. resulted in a custodial sentence 3. HIGH – e.g. resulted in a custodial sentence of 4 years or more

RELEVANCE	Details
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<p>How relevant is the offence to the work within the role? And does the incident/ offence (s) present any safety concerns for other staff, customers, clients and /or property? Explain why</p> <p>For example;</p> <p><i>Offences involving dishonesty (such as theft from an individual) may be regarded as more relevant to working with vulnerable people because of the position of trust that the individual may have, but offences such as shoplifting might not be.</i></p> <p>If further advice is required, please contact the PM team.</p>	<ol style="list-style-type: none"> 1. LOW –Not relevant 2. MEDIUM- Somewhat relevant 3. HIGH- Very relevant <p>REASONING:</p>
<p>Does the role present any opportunities for re-offending?</p>	<ol style="list-style-type: none"> 1.Low – rare to no opportunities to commit this offence 2. Medium – some opportunity to commit this offence 3.High – regular opportunity to commit this offence <p>REASONING:</p>

PATTERN AND CIRCUMSTANCES	Details
<p>Was this a single incident or part of a history of offending?</p>	<ol style="list-style-type: none"> 1. LOW- Single one off incident 2. MEDIUM -Multiple incidents over a short period of time 3. HIGH -Multiple incidents over a long period of time
<p>Did any offences take place in another country?</p> <p>Some activities are offences in other countries (including Scotland, Wales and N.Ireland), but NOT in the England and vice versa.</p>	<p>FURTHER DETAILS:</p>
<p>Any relevant information offered by the individual about the circumstances which led to the incident / offence being committed.</p>	
<p>Have the individual's circumstances changed since the offence was committed, making re-offending less likely. Can the individual demonstrate any efforts not to re-offend and rehabilitate?</p>	

TIME LAPSE SINCE INCIDENT (S)	Details
<p>Are the convictions SPENT or UNSPENT?</p> <p><i>(contact PM / HR provider for advice if needed)</i></p>	
<p>For multiple offences, did the individual reoffend within their rehabilitation period?</p>	

(contact PM / HR provider for advice if needed)	
What length of time has passed since the last offence took place?	

OTHER RELEVANT INFORMATION	Details
Are there any other concerns that have come to light through the pre-employment check process, Consider references, relevant registrations / qualifications etc.	1. Low 2. Medium 3. High Details:
Would any measures be needed to reduce/remove any potential risk? How reasonable would it be to make these adjustments e.g. no unsupervised contact with service users, team working vs lone working etc?	1. Not Necessary 2. Considered necessary Details and reasoning:

Please use the space below to provide further detail/additional comments where required:

Signed Manager		Date	
Manager Print Name:		Manager Position Title:	

Outcome of Risk Assessment (Assistant Director / Headteacher to complete)

proceed with appointment / withdraw offer of employment / adjustments or measures needed or taken (specify with reasons)

Signed Assistant Director /Headteacher		Date	
Print Name:		Position Title:	