# Risk Assessment –

### **Resourcing and Talent**

# Starting Staff and

# Volunteers without a DBS

This risk assessment should be completed by the Recruiting Manager in each case when it is proposed that an individual starts work without a DBS check. No individual should start work without a DBS check until the risk assessment has been signed off and the deployment of the individual has been agreed by the relevant Principal Officer.

Advice should be sought from Resourcing & Talent.

## Part 1 – for the recruiting manager to complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate name** |  | **Job Reference/Post** |  |
| **Service Area** |  | | |
| **Level of DBS Check** |  | | |

|  |  |  |
| --- | --- | --- |
| **Role** |  | |
| **Place of Deployment** |  | |
| **What work will the individual be undertaking?** |  | |
| **Please describe the critical service need for the individual to commence work without a DBS Check.** |  | |
| **Will supervision measures be put in place?** | YES | NO |
| **If yes, please detail the measures:** |  | |
| **If no, please detail why you feel supervision measures are not necessary:** |  | |
| **Only if the DBS Check is Enhanced with either a Childrens and/or Adults Barred list**:  **Has the individual confirmed they are not barred from working with Children and/or Adults?**  *Please note: managers will need to get this confirmation in writing from the candidate.* |  | |

## Part 2 – for Resourcing & Talent to complete.

|  |  |
| --- | --- |
| **Did they declare any criminal convictions or cautions on their application form?** |  |
| **Has the DBS check process started?**  **e.g., date DBS was applied for.** |  |
| **Estimated period in post without a DBS check.**  ***(weeks)*** |  |
| **Please list all other pre-employment checks that have been completed:** |  |
| **Any concerns or points for consideration.** |  |

## Part 3 – for Principal Officer

|  |  |
| --- | --- |
| **Has all relevant information been considered?**  *If you require further information, please contact the recruiting manager who completed Part 1. For advice, please contact the Recruitment & Talent team or HR team.* |  |
| **Decision-making process:** |  |
| **Outcome:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised by:** |  | **Date:** |  |

Once authorised, please send to the Resourcing & Talent team at: [Recruitment@cumbriafire.gov.uk](mailto:Recruitment@cumbriafire.gov.uk)

Please put the subject line as: ‘Confidential: DBS Risk Assessment’.