

APPENDIX C: CAUSE FOR CONCERN RISK ASSESSMENT PROFORMA

Please complete this form fully, before discussing any relevant issues with HR. This risk assessment will form the basis of a decision to appoint/not to appoint someone into a position where adverse disclosures have been identified on a returned DBS Certificate.

Name of Manager

Name of Candidate

Position Applied For

Service Area

Questions		Comments
1	Does the candidate meet all the essential criteria for the post in terms of skills, knowledge, experience and ability?	
2	Does the applicant agree that the information detailed on the DBS certificate is correct? Did the applicant declare the matters on the disclosure application form? <i>In the event of a challenge from the applicant the matter needs directly referring to the disputes team at the DBS.</i>	
3	The country in which the offence was committed e.g. some activities are offences in Scotland and not in England and/or Wales and vice versa.	
4	What is the nature of the contact the applicant will have with children/adults/the public and how vulnerable are they? If working with adults, will the applicant have access to finances or to items of value?	
5	What was the nature of the crime, is the offence(s) directly relevant to the post, do the matters disclosed form any pattern and when did the relevant offence(s) occur, <i>e.g. less/more than two years ago, what were the circumstances involved and what was the sentence?</i>	
6	Was the relevant offence committed at work (either paid or unpaid work)? Does the job present any opportunities for the applicant to re-offend in the place of work?	
7	What is the seriousness of the offence(s) and relevance to the safety of other employees, customers, service users and property?	

8	Are there any mitigating circumstances e.g. any relevant information offered by the applicant about the circumstances that led to the offence being committed e.g. the influence of domestic or financial difficulties?	
9	Has the applicant's circumstances changed since the offence was committed, making re-offending less likely (e.g. improved personal circumstances, drug addiction therapy etc.). Can the applicant demonstrate any efforts not to re-offend? i.e. rehabilitation course	
10	Would the applicant do anything differently now - has their motivation changed? Does the individual regret the matter (degree of remorse) and what is their attitude towards the matters now?	
11	Are there any assessments and reports from those agencies involved in the applicant's process of rehabilitation e.g. probation service, specialists working in prison, other agencies?	
12	What level of and how much supervision is available to the applicant?	
13	Can any safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	
14	Any questions from the applicant?	

Applicant

Are there any additional comments in support of your employment.....

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required could make an offer of employment invalid or lead to termination of employment and I consent to the above:

Signature: Date.....

Name:.....

Line Manager

Are there any additional comments, eg approval is dependent upon conditions being met, restrictions and/or safeguards to be implemented by the employing service:

I have discussed this with HR? **YES / NO**

If yes, name of HR Officer.....

Outcome of Risk Assessment (delete as appropriate):

Continue with offer of employment / **Withdraw** offer of employment

Name.....

Signature: Date:

Human Resources Authorisation:

Name.....

Signature.....Date.....

Corporate Management Team Authorisation:

I have considered the content of this risk assessment and give approval for the candidate to commence employment with any relevant restrictions/safeguards as outlined by the Line Manager:

Name.....

Signature.....Date.....