

Risk Assessment (pending DBS)



South Tyneside Council

Name
Home Address

Job Title
Location

Please outline the unsupervised access this individual will have:

You are advised not to start an employee before a satisfactory DBS Disclosure is received. If the individual's commencement is necessary, the following risk assessment should be undertaken before making a decision as to the suitability of commencing before the Disclosure is received. This risk assessment is meant to assist in considering any issues for the individual and the post: it is not a replacement for suitable measures, or a professional judgement, over specific issues.

Has the employee declared, on their ROA1, any convictions or cautions?

Yes ☐ No ☐

If yes – have you discussed these?

You should consider these points when discussing any convictions or cautions :

- Does the post involve one to one contact with children, young people and/or vulnerable adults?
- What level of supervision will the post holder receive?
- Does the post involve direct contact with the public?
- Does the post involve any direct responsibility for finance or items of value?
- Will the nature of the job present any opportunities for the post holder to reoffend in the place of work?
- The seriousness of the offence(s) and its relevance to the safety of other staff, customers, clients and property.
- The length of time since the offence(s) occurred.
- Any relevant information offered by the individual about the circumstances which led to the offence being committed, for example the influence of domestic or financial difficulties.
- Whether the offence was a one-off, or part of a history of offending.
- Whether the individual's circumstances have changed since the offence was committed, making reoffending less likely.
- The country in which the offence was committed some activities are offences in Scotland and not in England and Wales, and vice versa.
- Whether the offence has since been decriminalised by Parliament.
- The degree of remorse, or otherwise, expressed by the individual and their motivation to change.

Notes:

Please ensure you have checked with HR Services whether the Teachers Pensions online children's barred list needs to be checked

Please ensure the DBS form has been sent to the DBS by HR Services.

Date sent:

DBS Policy Appendix A

Can you confirm this person will not have unsupervised access to children or adults until a satisfactory DBS Disclosure is received? Yes ☐ No ☐

- If 'yes' – you may continue with their employment, pending the receipt of the DBS Disclosure
- If 'no' – are there any adjustments you can make to allow them to start work, ensuring they are supervised :

Adjustments necessary – please note who is responsible to undertaking these adjustments

Declaration

I can confirm that I have agreed that the above named can begin work pending receipt of the DBS disclosure but I will ensure that the above named is appropriately supervised, will not have unsupervised access to children, young people and/or carry out regulated activity with adults and that all other relevant recruitment checks have been completed and are satisfactory.

I will ensure it is made clear to the above named that they are subject to additional supervision, the nature of that supervision and the roles of the staff undertaking that supervision. The arrangements will be reviewed regularly, at least every 2 weeks, until the DBS disclosure is received.

Signed by Manager / Head Teacher.....

Print Name

Date.....

Signed by HOS (if Council).....

Print name

Date.....

Please ensure a copy of this form is returned to HR Operations before the employee starts work, so a copy can be retained on the employee's HR file and central file.

If you have any queries in relation to this, please contact HR Operations

Email hr.operations@southtyneside.gov.uk

Telephone 0191 4246640