Leominster Primary School
DBS Policy

Policy Date: Autumn September 2025

Policy Review: Autumn September 2027

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Statement of intent

At **Leominster Primary School** we are committed to promoting the welfare of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a safe environment where pupils are cared for appropriately and are free from harm.

For certain roles, the school may be required to request a DBS check as part of its recruitment process. This check may also include barred list information held on the DBS barred list, as well as any information held by the Police which is relevant to the role applied for.

DBS checks allow the school to ascertain an individual's suitability to work with children in an educational environment. This policy will ensure that all staff, pupils and parents are aware of the measures taken by the school to promote the welfare of the school community.

1. Legal Framework

1.1. This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2016
- Police Act 2017
- The Police Act 1997 (Criminal Records) (Registration) Regulations 2006
- Childcare (Disqualification) Regulations 2018
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Human Rights Act 1998
- Children Act 1989
- The General Data Protection Regulation
- DfE (2025) 'Keeping children safe in education'
- DBS (2025) 'Recruitment of ex-offenders guidence'
- DBS (2018) 'Handling of DBS certificate information'
- Home Office (2015) 'Revised Code of Practice for Disclosure and Barring Service Registered Persons'

1.2. This policy operates in conjunction with the following school policies and documents:

- Safer Recruitment Policy
- Child Protection and Safeguarding Policy
- Single Central Record
- Data Protection Policy

2. Definitions

Standard DBS

2.1. This provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law does allow for certain old and minor matters to be filtered out.

Enhanced DBS

2.2. This provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check

2.3. Where people are working or seeking to work in regulated activity with children, this allows an additional check to be made as to whether the person appears on the children's barred list.

Regulated activity

2.4. Regulated activity includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Work for a limited range of establishments (known as 'specified places', which include schools and colleges) with the opportunity for contact with children, but not including work done by supervised volunteers.

2.5. Work under 2.4 is regulated activity if it is carried out frequently by the same person or if the 'period condition' is satisfied. The period condition is satisfied if:

- The person carrying out the activity does so at any time on more than three days in any period of 30 days.
- If the activity is done at any time between 2:00am and 6:00am and it gives the person the opportunity to have face-to-face contact with children.

2.6. Some activities are always regulated activities, regardless of frequency or whether the person conducting the activity is supervised. This includes the following:

- Intimate or personal care, or overnight activity, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness and disability

- Health care, i.e. care for children provided by, or under the direction or supervision of, a regulated health care professional

See Appendix 1 for a flow chart of DBS and Barred List Checks

3. Roles and Responsibilities

3.1. The **governing board** is responsible for:

- Approving the Head Teacher's decisions with regards to disclosure information concerning existing and prospective employees.
- Ensuring that this DBS Policy and the Home Office's Code of Practice (CoP) is adhered to at all times.
- Ensuring all agreed DBS procedures are adhered to for both current and prospective employees.
- Monitoring the school's single central record (SCR), ensuring its compliance with requirements.

3.2. The **Head Teacher** is responsible for:

- Making decisions with regards to disclosure information concerning existing and prospective employees.
- Ensuring that they are aware of any posts in the school that are subject to a DBS check.
- Maintaining an up-to-date SCR.
- Ensuring that any job descriptions and person specifications for any posts within the school indicate whether an individual will require a DBS check, as well as what level of check is required.
- Taking reasonable steps to make sure that any individual who is not an employee, but who is covering an existing post or other work within the school, holds the appropriate level of DBS check.
- Ensuring that all members of staff hold current, acceptable DBS checks according to the appropriate level required, and that upcoming renewals are applied for within two months prior to the renewal date.
- Ensuring that new employees are aware of the DBS update service and encouraging them to subscribe to this.
- Informing the Local Authority of any decisions made regarding disclosure information.

4. Procedures for Staff

New members of staff

4.1. Staff who will be in regulated activity are required to obtain an enhanced DBS certificate with a barred list check.

4.2. All other staff who have an opportunity for regular contact with children who are not engaging in regulated activity are required to obtain an enhanced DBS certificate, which does not include barred list information.

4.3. Staff are required to show the original DBS certificate to the Head Teacher before they begin their employment or as soon as practicable after their employment begins.

4.4. Where a member of staff will start work in regulated activity before the DBS certificate is available, the Head Teacher will ensure that a risk assessment is carried out, that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been carried out. See Appendix 3.

4.5. There is no requirement for the school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the individual's appointment, they have worked in:

- A school in England:
  - Which brought them regularly into contact with children or young people.
  - To which they were appointed on or after 12 May 2006 and which did not bring them regularly into contact with children or young people.
- In an institution within the FE sector in England, or in a 16-19 academy, in a post which involved the provision of education which brought them into regular contact with children or young people.

All other pre-appointment checks will be completed, including a barred list check, where an individual is engaging in regulated activity.

4.6. For staff who work in childcare provision, or who are directly concerned with the management of such provision, the school will ensure the appropriate checks are carried out to confirm the individuals are not disqualified under the Childcare (Disqualification) Regulations 2018.

Existing staff

4.7. Where the school has concerns about an existing staff member's suitability to work with children, all relevant checks will be carried out as if the individual were a new member of staff.

4.8. If a member of staff moves from a post that was not in regulated activity into a post involving regulated activity, all the relevant checks will be carried out.

4.9. If a member of staff moves from a position that did not involve the provision of education to one that does, they will be treated as if they were a new member of staff and all the required checks will be carried out.

4.10. There has been a break in service of 12 weeks or more.

4.11. Apart from the circumstances outlined in 4.7 and 4.8, the school is not required to request a DBS or barred list check for existing staff members.

Agency and third-party staff

4.12. The Head Teacher will obtain written confirmation from any agency or third-party organisation that the organisation has carried out all the necessary DBS checks on an individual who will be working at the school that the school would otherwise perform.

4.13. Where the position requires a barred list check, this will be obtained by the agency or third party prior to appointing the individual.

4.14. The Head Teacher will check that the individual presenting themselves for work is the same person for whom the checks have been made.

Trainee/student teachers

4.15. Where applicants for ITT are salaried by the school or college, the Head Teacher will ensure that all necessary DBS checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

4.16. Where trainee teachers are fee-funded, the training provider is responsible for carrying out the necessary checks. The Head Teacher will obtain written confirmation that the necessary checks have been carried out, and that the trainee has been judged by the provider to be suitable to work with children.

5. Procedures for Governors

5.1. Enhanced DBS checks are mandatory for governors but not associate members. The governing board will apply for a certificate for any governor who does not have an enhanced certificate.

5.2. A barred list check will only be required for governors who, aside from their governance duties, are engaged in regulated activity.

5.3. The governing board will contact The Teaching Regulation Agency (TRA) Teacher Services to check if a proposed governor is barred because of a section 128 direction.

6. Procedures for Volunteers

6.1. Under no circumstances will a volunteer who has undergone no checks be left unsupervised or allowed to work in regulated activity.

6.2. The Head Teacher will obtain an enhanced DBS check, with barred list information, for any volunteer who is new to working in regulated activity.

6.3. In some circumstances, the Head Teacher may obtain an enhanced DBS certificate for volunteers who are not engaged in regulated activity but will not request barred list information.

6.4. There is no requirement to re-check volunteers in regulated activity if they have already had a DBS check, including barred list information; however, the school will conduct a repeat DBS check, with barred list information, where there are concerns about a volunteer.

6.5. The Head Teacher will undertake a risk assessment and use their professional judgement when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. The risk assessment will consider the following:

- The nature of the volunteer's work with children
- What the school knows about the volunteer, including formal or informal information offered by others
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- Whether the role is eligible for an enhanced DBS check

6.6. Details of the risk assessment will be recorded.

6.7. The Head Teacher will determine whether a volunteer is supervised. For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity.
- Regular and day-to-day.
- Reasonable in all the circumstances to ensure the protection of children

6.8. When allowing any volunteers to work at the school, the Head Teacher will check that the individual presenting themselves for work is the same person for whom the checks have been made.

6.9. If a volunteer has a DBS check from a previous setting/organisation that they wish to re-use a risk assessment must be completed. For a risk assessment to be considered the DBS check must be at the required level for the position and there must not have been a break in service of 3 months or more. The risk assessment will consider the following:

- Whether the DBS certificate is genuine, belongs to the person and has not been tampered with

- Whether the volunteer's criminal record or other relevant information has changed since the issue of the DBS

- Whether the volunteer knows of any reason why they cannot commence the role

- The applicants identity will be checked via two forms of ID
- The applications address will be checked via 1 form of ID

See Appendix 2 for Risk Assessment for Re-Using a DBS Certificate

7. Procedures for Visitors

7.1. The school does not have the power to request DBS checks to be carried out on visitors.

7.2. The Head Teacher will use their professional judgement when considering the need to escort or supervise visitors.

7.3. For visitors attending the school in a professional capacity, ID checks will be carried out and the school will be assured that the visitor has had the appropriate DBS check or will have the visitor's employer(s) confirm that their staff have received the appropriate checks.

The school will implement its Visitor Policy to ensure the welfare of pupils is safeguarded.

8. Procedures for Contractors

8.1. Under no circumstances will a contractor who has undergone no checks be allowed to work unsupervised or engage in regulated activity at the school. The school is responsible for determining the appropriate level of supervision depending on the circumstances.

8.2. Contractors who engage in regulated activity will be required to obtain an enhanced DBS certificate with barred list check.

8.3. Any contractors who have the opportunity for regular contact with children, but who would not be in regulated activity, will be required to obtain an enhanced DBS check. In considering whether contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

8.4. If a contractor working at the school is self-employed, the Head Teacher will consider if they need to obtain a DBS check on the contractor's behalf.

8.5. The Head Teacher will check the identity of contractors and their staff upon arrival to the school.

9. Staff who have lived or worked outside the UK

9.1. New staff members who have lived or worked outside the UK will be checked in the same way as all other staff, in line with the procedures outlined in section 4 of this policy.

9.2. The DBS cannot obtain police records from overseas; however, a check will be conducted to establish whether the individual has disclosed any criminal convictions during their time in the UK.

9.3. As the DBS cannot provide details of police records for overseas applications, the school is aware that the DBS information may not provide a complete picture of a candidate's criminal record.

9.4. In relation to the above, the school will conduct additional recruitment checks such as obtaining a certificate of good conduct from relevant embassies or the police.

9.5. A check will also be made for any teacher sanctions or restrictions that a European Economic Area (EEA) authority has imposed – the school will consider the circumstances that led to any EEA restriction or sanction when deciding an applicant's suitability for employment.

The school will be extra vigilant when considering an applicant from overseas and will obtain additional references to ensure their suitability for the role

10. Disclosures containing criminal information

10.1. A DBS check is considered to contain criminal information if it includes details of the following:

- A police record of convictions, cautions, reprimands and final warnings
- DBS barred list
- Any other relevant criminal information obtained by the police

10.2. In the event of a disclosure containing criminal information, the Head Teacher will check whether the individual has obtained any previous criminal convictions or cautions by instructing them to complete a disclosure review form, which will be followed by a meeting.

10.3. The Head Teacher will discuss the disclosed information with the governing board and Local Authority immediately to agree a course of action regarding any prospective or existing employee.

10.4. The individual will be required to attend a meeting with the Head Teacher to confirm that the convictions are theirs. If the individual denies that the convictions relate to them, the Head Teacher will contact the DBS to carry out an investigation.

10.5. If it is established by the DBS that the convictions do concern the individual, the Head Teacher will explore the circumstances surrounding these and their

suitability to work with children, in accordance with the governing board and Local Authority.

10.6. For prospective employees, all posts will remain pending whilst meetings and investigations take place.

10.7. For current employees, the Head Teacher will consider whether adjustments will need to be made whilst meetings and investigations take place, including:

- Whether the employee can continue their practice.
- Whether closer supervision is required of the employee.
- Whether the employee should be temporarily transferred to other duties.
- Whether the employee should be dealt with in accordance with the Disciplinary Policy and Procedure and suspended with entitlement to full pay.

10.8. The Head Teacher will consult the School Business Manager when deciding what adjustments will need to be made for the employee concerned.

10.9. An exception to section 10.7 is if the Head Teacher was already aware of the employee's convictions and had previously discussed with the governing board and Local Authority that they were still suitable for their appointment, or, if it is revealed that the convictions do not relate to the individual concerned.

11. Making a recruitment decision

All offers of employment made by the school will be conditioned upon satisfactory completion of the mandatory pre-employment checks.

11.1. The School Business Manager will consider the magnitude of any DBS disclosures.

11.2. Major disclosures will result in the candidate being automatically unsuitable for the role. These include where the adult is named on the following lists:

- Children's barred list
- Adults' barred list

11.3. Serious disclosures which involve criminal activity, but do not pose a risk to pupils, will be discussed with the Head Teacher prior to the candidate being accepted for the role.

11.4. The Head Teacher will endeavour to ascertain the relevant facts from the individual and decide upon a conclusion. Following this, the candidate will receive a rejection or acceptance letter.

11.5. When considering an applicant who will not be working in regulated activity, the school will not take into account any minor or old convictions which are 'protected' from disclosure, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2016).

11.6. When deciding to accept or reject a candidate, the school will consider the following information:

- The relevance of the disclosure in relation to the position applied for
- The nature of the offence or other matters revealed
- The length of time since the offence or other matters occurred
- Whether there is a pattern of offending behaviour
- Whether the candidate's circumstances have changed since the offending behaviour or other matters occurred
- Any extenuating circumstances surrounding the offence and explanations offered

11.7. A risk assessment will be conducted by the Head Teacher following a positive disclosure, before deciding on the candidate's suitability.

11.8. A record of all recruitment decisions following positive DBS disclosures will be kept by the School Business Manager.

11.9. Depending on the circumstances of each case, the chair of the governing board may be asked to countersign the form recording the recruitment decision.

12. Procedures for alternative provision

Where a pupil is placed in an alternative provision, the Head Teacher will obtain written confirmation (letter of assurance) from the provider that the appropriate DBS checks have been carried out on the provider's staff.

13. DBS Update Service

13.1. Staff members will be encouraged to join the DBS update service to ensure that their DBS certificates are up-to-date.

13.2. The school will only check the status of any DBS certificates if this is legally required for a new role or a change in role. The individual's consent will be gained before the DBS certificate status is checked.

13.3. Where consent is given, the school will check the DBS certificate to confirm it matches the individual's identity and examine the original certificate to ensure it is for the appropriate workforce and level of check.

13.4. If members of staff are not using this service, and school are unsure of any staff member's DBS status, then they should take the following points into account in deciding whether to issue a new check for that individual:

• An individual's criminal record or other relevant information that may have changed since their DBS check

• The level and suitability of the DBS check a person has and if it is right for their role

• The position and the workforce the current DBS check is required for, are correct (any original certificate issued from June 2013 will show the workforce 'child' or 'adult', 'child and adult' or 'other')

• Information on an enhanced DBS certificate based on child or adult workforce, for which the criminal record check was originally applied for

• Information on an enhanced DBS certificate which was submitted for 'other' workforce, in relation to the position for which the criminal record check was originally applied for

• The information revealed in a previous check was based on the identity of the applicant, which was validated by another registered body

• Whether the identity details on the certificate undoubtedly match those of the applicant

14. DBS Renewals and Updates

14.1. According to government employment guidance, DBS checks have no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer to decide if and when a new check is needed.

14.2. If an individual within a school moved from a position that did not involve the provision of education to one that does, it must be treated as if the individual were a new member of staff and all required pre-appointment checks must be carried out. Aside from this specific circumstance, schools are not required to request a DBS check or barred check for existing staff.

14.3. DBS checks will be renewed and updated every 5 years for all staff.

15. Referral to the DBS

15.1. The school has a legal duty to refer to the DBS any member of staff who has harmed, or poses a risk of harm, to a pupil where:

- The harm test is satisfied.
- The staff member has received a caution or conviction for a relevant offence, or if there is reason to believe the staff member has committed a listed relevant offence.
- The staff member has been removed from working in regulated activity, or would have been removed had they not left the school.
- The staff member has been moved to an area of work not in regulated activity.
- The staff member has been suspended.

Referrals will be made as soon as possible after the resignation, removal or redeployment of the staff member.

16. Recruitment of Ex-offenders

16.1. The school is aware of its responsibility under the Police Act 1997 not to discriminate applicants based on their criminal record.

16.2. The school will only ask an individual to provide details of convictions and cautions that the school is legally entitled to consider when recruiting candidates.

16.3. The school selects all candidates for interview based on their skills, qualifications and experience.

16.4. All job application forms, job adverts and recruitment briefs that require a DBS check will outline that an application for a DBS certificate will be submitted for all candidates once they have been offered the position.

16.5. During the recruitment process, the school will ensure that a discussion between the recruitment panel and Head teacher takes place to evaluate any offences or other matters relevant to the position.

16.6. Candidates will be informed that failure to reveal any information which is directly related to the post could result in withdrawal of an offer of employment.

16.7. Any DBS certificates that reveal criminal information will be discussed with the individual, and their eligibility for the position will be reviewed in accordance with section 10 and section 11 of this policy.

16.8. All applicants will be given a copy of the school's Recruitment of Ex-offenders Policy prior to the interview.

17. Single Central Record (SCR)

17.1. The Head Teacher maintains an up-to-date SCR of pre-appointment checks covering all staff (including teacher trainees on salaried routes) and supply staff,

17.2. The SCR indicates whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check

- A section 128 check of governors
- Further checks on individuals who have lived or worked outside the UK
- A check of professional qualifications
- A check to establish the individual's right to work in the UK

Schools are free to record any other information they deem relevant on the SCR

Prohibition from teaching checks are carried out every September by the Safeguarding Manager.

For supply staff, the SCR also records whether written confirmation has been received from the agency supplying the member of staff that the relevant checks have been carried out and the appropriate certificates have been obtained, and details of the date on which the confirmation was received and whether any enhanced DBS certificate check have been provided in respect of the member of staff.

Supply staff are taken on and off the SCR as they come in and out, but confirmation of booking is held for 12 months.

There is no requirement for fee-funded trainee teachers to be recorded on the SCR.

The SCR is securely stored electronically.

The details of an individual will be removed from the SCR once they no longer work at the school.

18. Data Handling

18.1. All DBS certificates will be stored in accordance with the school's Data Protection Policy and will be stored in a securely locked and non-portable cabinet which is located in the school office. Access to certificates will be strictly controlled and limited to those who are entitled to see them as part of their duties.

18.2. In accordance with the Police Act 1997, access to DBS certificates is strictly controlled and records will only be accessed by the Head Teacher and School Business Manager.

18.3. If in exceptional circumstances, and as part of their duties, another member of staff is required to access a DBS certificate, the school will keep a record of the named individual, and the individual whom the DBS certificate concerns will be informed prior to the sharing of the information.

18.4. DBS certificate information will only be used for the specific purpose for which it was requested and for which the individual's full consent has been given.

18.5. The school will not keep DBS certificates for any longer than is necessary once a recruitment decision has been made – usually, for no longer than six

months to allow for the consideration and resolution of any disputes or complaints. Copies of other documents used to verify the applicant's identify, right to work and required qualifications will be kept for the personnel file.

18.6. In exceptional circumstances, such as safeguarding audits, the school may decide to retain DBS certificates for longer than six months. In such cases, the school will consult the DBS and will have due regard to the data protection and human rights of the individual concerned.

18.7. DBS certificates will be disposed of securely.

18.8. Prior to disposal, all waste will be stored securely.

18.9. Although the school will not keep any copy of the certificate, a record will be kept of the following:

- The date of issue of the certificate
- The name of the subject
- The type of certificate requested
- The position for which it applied to
- The unique reference number
- The details of the final recruitment decision

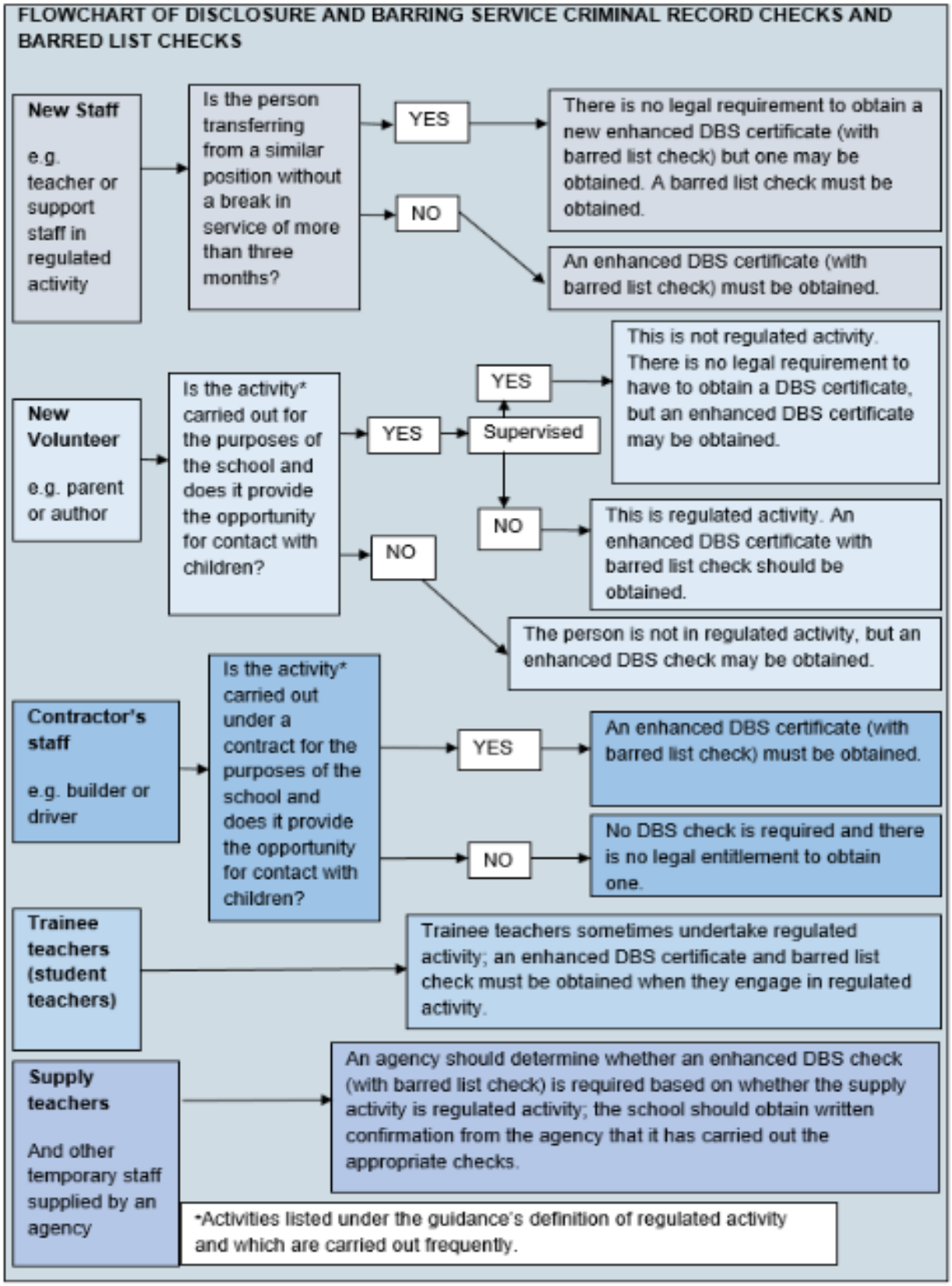
19. Monitoring and review

19.1. This policy will be reviewed on an annual basis by the Head Teacher and School Business Manager in conjunction with the governing board.

19.2. Any changes made to the policy will be amended by the Head Teacher and will be communicated to all members of staff.

19.3 The next scheduled review date for this policy is September 2025.

Appendix 1 – Flowchart of DBS and Barred List Checks



Appendix 2 – Risk of Re-Using a DBS Certificate

RISK ASSESSMENT RISKS OF REUSING A DISCLOSURE

PRIVATE AND CONFIDENTIAL

Name of Applicant	
DOB of Applicant	
Address of Applicant	
Contact Details of Applicant	
Emergency Contact Details of Applicant	
Post Title:	
Department:	
Location:	
Name of Risk Assessor:	
Date of Risk Assessment:	

Risk and Hazards:

Risk:	❑ Reusing a DBS ❑
Hazard:	Details

References:

Reference One	Person / Professional ❑ Acceptable ❑ Unacceptable Details:
Reference Two	Person / Professional ❑ Acceptable ❑ Unacceptable Details:

Interview:

Volunteer Informal Interview	Date: Time: Any relevant information:

Applicant Declarations and Signature – Must be completed

❑	I give my express consent to my DBS Disclosure with the reference number and issue date shown below being shared for the purpose of clearance by Herefordshire Council or Hoople.	Issue Date:	Disclosure Number:	Applicants Signature: Date:
❑	I confirm that the DBS Disclosure is genuine, belongs to me and it has not been tampered with.			Applicants Signature: Date:
❑	My criminal record or other relevant information has not changed since the issue of the attached DBS Disclosure.			Applicants Signature: Date:
❑	I know if no reason why I cannot commence this role.			Applicants Signature: Date:
❑	I **use / do not use** the DBS Update Service			Applicants Signature: Date:

Risk Assessor Declarations and Signature:

❑	The applicants identity has been validated and authenticated by: (2 forms of ID needed)	ID 1:	ID 2:	Applicants Signature: Risk Assessors Signature: Date:
❑	The applicant has not moved house since the original Disclosure was issued: (1 piece of evidence needed dated within 3 months)	ID 1:		Applicants Signature: Risk Assessors Signature: Date:
❑	The applicant has not changed their name since the original Disclosure was issued: (1 piece of evidence needed dated within 3 months)	ID 1:		Applicants Signature: Risk Assessors Signature: Date:
❑	The applicant has not broken service (within 3 months) with the organisation named on the original Disclosure since it was issued.	Service DBS from:	Date last employed at that Service:	Applicants Signature: Risk Assessors Signature: Date:
❑	The applicant will not have significantly more access to children and/or vulnerable adults in the new role.	Details:		Applicants Signature: Risk Assessors Signature: Date:
❑	I have examined the original Disclosure attached and confirm that in my	Details:		Applicants Signature:

	judgement it is not a forgery and it has not been tampered with.			Risk Assessors Signature: Date:

Level of Disclosure:

Level of Disclosure required: original disclosure must equal or exceed the level required for the post applied for, or a fresh Disclosure must be made.	**Original** ❑ Original ❑ Enhanced ❑ Children's Barred List ❑ Adults Barred List	**Required for Post** ❑ Original ❑ Enhanced ❑ Children's Barred List ❑ Adults Barred List	Applicants Signature: Risk Assessors Signature: Date:
Ae there are recordings on the Disclosure?	Police Records of Convictions, Cautions, Reprimands and Warnings Yes / No / Not Requested Information from the list held under Section 142 of the Education Act 2002 Yes / No / Not Requested DBS Children's Barred List Information Yes / No / Not Requested DBS Adult Barred List Information Yes / No / Not Requested Other relevant information disclosed at the chief police officers discretion Yes / No / Not Requested	Details:	Applicants Signature: Risk Assessors Signature: Date:

Current Line Manager of Post Holder or Countersignature:

I have examined this risk assessment and conclude that:	❑ The disclosure is **<u>acceptable</u>**	❑ The Disclosure is **<u>not acceptable</u>** so that applicate must reapply	Risk Assessors Signature: Date:

Appendix 3 – Risk of Appointing/Not Appointing before DBS Disclosure

RISK ASSESSMENT – **APPOINTING/NOT APPOINTING BEFORE DBS DISCLOSURE RECEIVED**	**FORM DBS5**

PRIVATE AND CONFIDENTIAL

Name of Applicant	
Post Title:	
Department:	
Location:	
Name of Risk Assessor:	

Risk	❑ Lack of **Standard** Disclosure ❑ Lack of **Enhanced** Disclosure ❑ Lack of Certificate of good conduct
Hazard: *(e.g. carrying out duties in areas involving access to children and/or vulnerable adults without Disclosure):*	

SECTION 1 – ASSESSING THE RISK OF DELAYING START DATE		
Are service users being placed at risk because the Organisation is having difficulty in recruiting sufficient staff? *If yes, please say how:*	❑ Yes ❑ No	*Please give details:*

SECTION 2 – ASSESSING THE APPLICANT/EMPLOYEE			
Two satisfactory references obtained (if references are, or should be, part of the process)	☑ Essential	❑ Two satisfactory references obtained? ❑ **Not** obtained?	**Both essential criteria must be met for the applicant/employee risk to be acceptable.**
Manager has confirmed in writing that the applicant will be working under supervision until Disclosure is received	☑ Essential	❑ Written confirmation received? ❑ Written confirmation **not** received?	
Applicant can provide evidence of previous DBS Disclosure which is satisfactory, or Certificate of Good Conduct (overseas applicant)	☑ Desirable	❑ Satisfactory DBS Disclosure received? ❑ Certificate of Good Conduct received? ❑ Written confirmation **not** received?	

SECTION 3 – ASSESSING THE ROLE	
Does the role involve regular and unsupervised contact with children and/or vulnerable adults?	❑ Yes ❑ No

SECTION 4 – ASSESSING THE RISK	
Is the risk acceptable?	❑ Yes ❑ No
What conditions, if any, will be put in place to manage the risk in the short term?	
Name of person responsible for managing the applicant during the short term of conditions: *please print*	
Signature of person responsible for ensuring that the conditions are met during the short term of conditions: *(to indicate acceptance of this responsibility)*	
Date of review:	

Continues…

SECTION 5 – to be completed by the Lead Countersignatory (or if unavailable the HR Officer (DBS) or a HR Manager who is also a countersignatory)	
Name: *please print*	
Date of Lead Countersignatory Review:	
Declaration: ❑ I **agree** with risk assessment **or**; ❑ I **do not agree** with the risk assessment *Please give summary reasons and indicate any further action to be taken:*	
Signature:	

Guidance Notes

This Risk Assessment will be completed after the DBS application has been sent. Supervision and any other conditions will have to continue until the Disclosure has been received, or it has been deemed satisfactory; or a decision has been taken to terminate the relationship with the applicant/post-holder in accordance with the DBS Policy and Procedure.