**Risk assessment for start date pending DBS check/full references**

 

The completion of the risk assessment form is the responsibility of the Recruiting Manager or Head Teacher as appropriate. It must be authorised by the Recruiting Manager or Head Teacher before the person can commence or continue working with children or vulnerable adults. Completed risk assessment forms must be placed on the individual’s personnel file and scanned to The Safe Staff team at SchoolsDBS@Camden.Gov.UK Paper copies will not be accepted.

Only in exceptional circumstances staff or volunteers who work with children, vulnerable adults may work without a London Borough of Camden enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear DBS check). However, this will normally only be permitted, when not permitting them to work would disrupt the care of children and vulnerable adults; e.g. where there is a regulatory requirement to have a ratio of staff to number of children or vulnerable adults. People may only work in these circumstances when the following applies:

|  |  |
| --- | --- |
| 1 | The appointment is necessary to allow the service provision to continue. |
| 2 | In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate to the appointing manager as evidence |
| 3 | An enhanced, London Borough of Camden DBS check has been applied for. |
| 4 | The person has no unsupervised contact with children or vulnerable adults. |
| 5 | Any access to databases containing personal information is permitted only after authorisation by the Recruiting Manager or Head Teacher. |
| 6 | This risk assessment has been completed and signed off by the relevant Recruiting Manager or Head Teacher. |

Due to the high risks involved, Camden staff employed to work in one to one situations or in residential care or similar environments *must not start work* until a London Borough of Camden DBS certificate has been received.

Please note that candidates may be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.

The risk assessment must be undertaken in accordance with Camden’s Safeguarding in Employment Policy.

 FOR THE RECRUITING MANAGER or HEAD TEACHER TO COMPLETE

|  |  |
| --- | --- |
| Name of Candidate:       | Date of Birth:      |
| Job Title:      Job Ref No:       | Location:       |
| Proposed Start Date:       | Name of Manager Conducting Assessment:      |

BACKGROUND INFORMATION CHECK

|  |  |
| --- | --- |
| Information required. | Notes/Confirmation. |
| Has the Recruitment Checklist been completed, including all of the following?* Application Form - check gaps (breaks between employment), discrepancies or anomalies
* A Warner Style Interview has been conducted
 |       |
| * Appropriate and satisfactory references covering the period of 3 years prior to commencement have been received
 |       |
| * Give details where you have obtained clarification or missing information on the applicant or verification of the referee’s position in the organisation.
 |       |
| * Qualifications – Have you checked and verified that the candidate’s qualifications fulfil the requirements in the selection criteria?
 |       |
| * Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied.
 |  |
| * Have you seen and verified asylum and immigration checks?
 |       |
| Barred list check or Section 142 of the Education Act 2002.For anyone working in a school or with Children as specified by the regulated activity guidelines, a List 99 check must be carried out before they start work. To check the list email the candidates forenames, surname, previous surnames and dates of birth to: SchoolsDBS@Camden.Gov.UK You must provide date of undertaking list 99 check. |       |

|  |  |
| --- | --- |
| **Disclosure and Barring Checks** | **Comments** |
| 1. Does the candidate already hold a DBS certificate?

If not, please go to Q6. |            |
| 1. Was the DBS certificate obtained by London Borough of Camden?

If not, who is the Registered Body? |            |
| 3. Was the DBS certificate issued within the last 12 months?  |       |
| 4. Is the DBS certificate “Enhanced level”? |       |
| 5a. If the candidate is going to work with children the DBS certificate must indicate “None Recorded” against the DBS Children’s Barred list information. OR5b If the candidate is going to work with vulnerable adults the DBS certificate must indicate “None Recorded” against the DBS Vulnerable Adults’ Barred list information  |                      |
| 6. Has the candidate completed a new DBS certificate Application form?  Confirm date that the application has been verified and forwarded to the DBS for processing. Failure to provide a date may mean delays in the person commencing work. |            |
| 7. Has the candidate been a resident outside of the United Kingdom?1. If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in?

If no, is a Police Check or DBS equivalent from that country being sought? |                 |
| 1. Does the post have any direct contact with the public and if so how vulnerable are they?
 |  |
| 1. Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?
 |  |
| 1. What supervision is available and how readily?
 |  |

|  |
| --- |
| Any further information |
| Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?      |

|  |
| --- |
| **Level of Risk:**Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons. |
| High Risk |       |
| Medium Risk |       |
| Low Risk |       |
| Can protective measures be put in place to render the risk low? Yes / No  |
| Steps to be implemented as a result of Risk Assessment e.g. Restriction of access to children/adults/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.       |

|  |
| --- |
| Authorised by Head Teacher or Head of Service |
| Is this person suitable to start work before the DBS certificate is returned or to continue working under the conditions proposed above? Yes/No **Comments: (Reasons for decision**)       |
| Comments: (Reasons for decision)      |

**Risk Assessment completed by**:

Signed (Recruiting Manager)        Date:

Print Name (Recruiting Manager)

**Risk Assessment Authorised by:**

Signed (Head of Service)       Date

Print Name (Head of Service)

**Completed risk assessment forms must be placed on the individual’s personnel file and scanned to the HR department** SchoolsDBS@Camden.Gov.UK **.**