

**DBS Risk Assessment Template**

To be used to assess the suitability of the applicant for their proposed position, in light of matter(s) disclosed on their DBS Certificate or prior to a DBS check being received. Once completed this should be emailed through to the relevant HR Partner for liaison and appropriate storage.

This assessment should be used in the instances of-

* An offence is declared by individual or within the DBS checks
* Any work with those under 18 or vulnerable adults, until the individual’s required DBS certificate has been obtained

|  |  |
| --- | --- |
| Date of Risk Assessment- |  |
| Risk Assessment undertaken by- | (Your name) |
| Is this within a “Regulated Activity” \* |  |
| Workforce they will be working with | Children and/or Vulnerable adults |

\*A “regulated activity” refers to an individual’s work with children or vulnerable adults which would require an enhanced DBS check to be requested. With children this refers to: teaching, training, instructing, coaching, caring or supervising children. With vulnerable adults this can be outlined as providing: personal care, healthcare, social care, assistance with their own affairs, assistance with their household matters or transport to a place of care/social work.

The government also maintains a barred list ([further information](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)) and a [list of specified/non-filtered offences](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide). These pages can be a source of further information if required.

The below assessment should form and be used with a clear business case detailing the business needs for the individual to work at St Mary’s University. More information can be found in Appendix 1, for information on what this Risk Assessment should contain. Where more room is needed, please use the continuation page to provide the necessary details.

**Section A- Offence/s declared by Applicant**

Please ensure that the Risk Assessment process form is completed in full and that a full account is given of any matters which have been disclosed.

|  |  |  |
| --- | --- | --- |
| Offence | Date | All related details of matter |
|  |  |  |
|  |  |  |
|  |  |  |

**Section B- Discussion between Assessor & Applicant (complete if needed)**

|  |  |  |
| --- | --- | --- |
| Question | Applicable  (select one) | Applicant Comments / further details |
| Did the applicant declare the matters on the DBS Application form and/or application form for the role? If not, why not? | Yes / No |  |
| Does the individual agree that the information on the DBS Check is correct? | Yes / No |  |
| Does the individual regret the matter or has their attitude changed towards the matter now? | Yes / No |  |
| Have the individual’s circumstances changed since the matter? | Yes / No |  |
| Can the individual provide multiple references from other organisations? | Yes / No |  |

|  |
| --- |
| Please sign below as confirmation that the above is an accurate summary of your conversation- |
| Assessor’s signature- |
| Applicant’s signature- |

**Section C- Risk Assessment**

**Identify the risks:**

|  |  |
| --- | --- |
| Question | Assessment |
| What are the Hazards? |  |
| What could go wrong? |  |
| What are the potential dangers or problems that may occur due to their involvement? | People-  Property-  Income-  Goodwill-  Liability- |
| Is there evidence of a pattern of offending or related behaviour? |  |

**Analysing & Assessing the risks:**

|  |  |
| --- | --- |
| Question | Assessment |
| Who may be harmed? |  |
| How likely is this to happen? |  |
| How serious would this be if it did happen? |  |

**Controlling the risks:**

|  |  |
| --- | --- |
| Question | Assessment |
| Can the risks be reduced or removed? |  |
| Can the harm of the risks be minimalised or removed? |  |
| Detail out the actions required to control and reduce/remove the risks |  |

**Section D- Decision**

Select one:

|  |  |
| --- | --- |
|  | **HIGH RISK**- The individual cannot provide references from other organisations; has major risks that cannot be sufficiently removed or mitigated against or the individual is “barred” from working with children or vulnerable adults.  It should be considered that this high risk, and the person’s uncorroborated background would raise an unacceptable risk to St Mary’s University. |
|  | **MEDIUM RISK**- The individual cannot provide references or they are unsatisfactory; the identified risks are not high but the assessor is uncertain about fully removing or mitigating the risks; and the individual has not been “barred” from working with children or vulnerable adults.  It should be considered that there is uncertainty on whether the risks can be fully removed or mitigated against to the appropriate degree. |
|  | **LOW RISK**- The individual can provide references from other organisations (related to the relevant workforce), no risks have been identified that cannot be appropriately removed or mitigated and the individual has not been “barred” from working with children or vulnerable adults.  It should be considered that the risks can be removed/mitigated appropriately and that the individual should work with St Mary’s University. |

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| --- |
| Assessor’s Name- |
| Assessor’s signature- |

**Appendix 1- Further Supportive information**

**Workforce Definitions**

* Children: Under 18’s. Occasional contact may not constitute work with children.
* Vulnerable Adults: individual 18 or above, in receipt of social, healthcare or other services.

**Additional Information**

* There should be no unexplained gaps in the employment history of the individual.
* The University should have received multiple references from other organisations to a satisfactory standard.
* A completed verification process confirming that the person is who they say they are with photographic evidence i.e. passport and birth certificate checks (in case there is a name change by deed poll – convictions will not show on the DBS check under a new name) has been conducted.
  + Right to Work (RTW) checks may cover this, speak to the relevant Human Resources Partner for additional information.
* There should be NO unsupervised 1:1 contact with students under 18 or vulnerable adults until the DBS has been cleared – the Line Manager will need to undertake the above and put actions in place to ensure that this is the case.