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| **working together for health & well-being** |

**RISK ASSESSMENT – POSITIVE DBS DISCLOSURE - INFORMATION CAUSING CONCERN (third party risk)**

The employer must use this form to carry out a full risk assessment where information has been received that could potentially relate to the safeguarding of children. The assessment is designed to support organisations in making an informed and balanced decision about the need for suspension in such matters.

Any information which raises child protection issues (or potential issues) must be referred immediately to the LADO. The organisation should make contact with the LADO embarking on any investigation, suspension or other action.

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| **Name of individual:** |  | **Post Title** |  |
| **Organisation:** |  |
| **Manager undertaking risk assessment:** |  | **Signed** |  | Date  |  |
| **Head of Commissioning (B&NES Council):** |  | **Signed** |  | Date |  |
| **Local Authority Designated Officer:** |  | **Signed** |  | Date |  |
| **Action taken (this section should be used following the Risk Assessment).** |  |
| **Employ** |  | **Do not employ** |  |
| **Suspend** |  | **Allocate to other work** |  |
| **Interview with** **individual (insert date)** |
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| **QUESTIONS TO CONSIDER** | **Possible Responses** | **Answer** | **Comments** |
| **Are you satisfied with the candidate’s/employee’s explanation of the alleged events/allegations?**Events/Allegations should be discussed with the candidate/employee. Note down their explanation of the circumstances | **Yes****Unsure****No** |  |  |
| **How serious do you consider the issue to be?** | **Major****Moderate****Minor** |  |  |
| **Did the event/allegations occur recently?**For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent. | **Within last;****1 Year****3 years****10 years****Older** |  |  |
| **Did the applicant disclose any information relating to the issue as part of the application process/at interview?**Note that a failure to disclose an offence, without a satisfactory reason, will be cause not to appoint. | **Yes****No – no valid reason****No – but has valid reason** |  |  |
| **Are there any concerns in regard to the individual’s motivations for working with children?**  | **Yes****No** |  |  |
| **Is there any evidence in regard to any inability to manage conflict, cope with challenging behaviour?**  | **Yes****No** |  |  |
| **Does the post involve responsibility for finance, items of value or other high risk areas?**This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud. | **High****Moderate****Low** |  |  |
| **Do the events/allegations pose any safeguarding risk to children or young people?**Consider the nature of the post in relation to the disclosed allegations/events  | **Yes****No** |  |  |
| **Is it necessary for any particular management supervision arrangements to be put in place – if yes please give details?** | **Yes****No** |  |  |

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| **FURTHER COMMENTS/OVERALL SUMMARY** |
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**PLEASE ENSURE YOUR FINAL DECISION IS RECORDED ON THE FRONT PAGE OF THIS DOCUMENT AND SIGNED BY THE RELEVANT PARTIES.**

**THIS RISK ASSESSMENT SHOULD BE RETAINED CONFIDENTIALLY IN A SEALED ENVELOPE ON THE EMPLOYEE’S PERSONAL FILE -**