

Recruitment Guidelines Appendix C

Safeguarding Risk Assessment Form



This form has been designed for use to assess safeguarding risk for example: where convictions are disclosed prior to a DBS check; appear on a DBS certificate; are disclosed on a conduct declaration form. The form should be used to assess the suitability of an applicant for their proposed position and for those already in position.

Name of Applicant: _____

Position Applied For: _____ Level of DBS check: _____

Risk Assessment undertaken by: _____ Date _____

	Offence	Details and Date

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Discussion between Assessor and Applicant

Question	Applicable	Applicant Explanation/Comments
Did the applicant declare the matters on the DBS application form and / or the personal application form and or at interview? If not why not?	Yes / No If no, why not?	
Does the individual agree that the information detailed on the DBS certificate is correct?	Yes / No If no, why not?	
Does the individual regret the matter(s) or what is their attitude towards the matters now?	Yes / No Please explain	

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Would they do anything differently now?	Yes / No Please explain	
Have the individual's circumstances changed since the conviction? E.g. location, friends, partner, education?	Yes / No Please explain	
Are there any mitigating circumstances? (E.g. peer pressure, financial need or lack of judgement)	Yes / No Please explain	

It would be good practice for 2 people to be present when the discussion takes place. These two people should then independently come to a decision on the risks presented (please see the next page for other things to consider), any steps that could be taken to mitigate the risks and whether the risks mean the applicant is not suitable to carry out their role. Their decision should then be presented to the band chair.

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Other things to consider include:

- the nature of the offence and its seriousness
- the relevance of the offence to other staff, volunteers, children and their families
the length of time since the offence took place
- the length of the sentence
- whether the offence was an isolated incident or part of a pattern or history of offending
the circumstances which led to the offence being committed
- whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- the level of remorse expressed by the applicant and/or any efforts to change
whether the new role provides opportunities to re-offend
- any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.