

DBS Risk Assessment Checklist

Starting work prior to DBS certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

Risk Assessment Date: _____

Person Risk Assessment Relates To:

Name: _____

Role: _____

Interview Date: _____ Proposed Start Date: _____

DBS Check Application Date: _____
The person must not start without an application being made

Is the person in "Regulated" Activity? YES NO

Reason for Starting Without Seeing a New DBS Check

- Continuity of the school's provision to pupils
- Other (please state) _____

Known Information

Having all the following checks been satisfactorily completed?

	Date Completed / Received
<input type="checkbox"/> Identity checks (photographic) ESSENTIAL	_____
<input type="checkbox"/> Verification of current address ESSENTIAL	_____
<input type="checkbox"/> Barred List check (if legally appropriate) ESSENTIAL	_____
<input type="checkbox"/> Prohibition check (for teachers) ESSENTIAL	_____
<input type="checkbox"/> Overseas checks (where relevant)	_____
<input type="checkbox"/> Right to Work in the UK ESSENTIAL	_____
<input type="checkbox"/> Confirmation of qualifications ESSENTIAL	_____
<input type="checkbox"/> Two References ESSENTIAL	1 _____ 2 _____

Any other information (please state)

Previous DBS Certificate

Does the person have a previous DBS YES NO

If YES, on what date was it issued: _____

Certificate number: _____

When was the person's last day at work in their previous school or college?

If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the position could be assessed to be of low risk.

Decision

HIGH RISK

Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an enhanced DBS certificate) and/or there is insufficient information about the person in the "Known Information" section above.

MEDIUM RISK

Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised* at all times and should not undertake 1:1 work, personal care activities or residential visits (* The unchecked person must always be "within sight and hearing" of a person with an Enhanced DBS check).

LOW RISK

Person may start work without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

Authorisation

Headteacher Name: _____

Signature: _____ Date: _____

Chair of Governors Name: _____

Signature: _____ Date: _____

DBS Risk Assessment Supervision Agreement

Risk Assessment Date: _____

Person to be Supervised:

Name: _____

Role: _____

I, _____ agree to be supervised by the person named below until the school has seen my new DBS certificate.

Signed: _____

Dated: _____

Person carrying out Supervision:

Name: _____

Role: _____

I, _____ agree to supervise the person named above until the school has seen the DBS certificate.

Signed: _____

Dated: _____

Headteacher:

Signed: _____

Dated: _____

DBS Risk Assessment Review

Review Date	Reviewed By	Action Required	Signed	Date