

Disclosure Risk Assessment Form

This form is to be completed by the Recruiting Manager/Line Manager with advice from the HR Business Partner and used when a criminal record has been disclosed:

For a successful candidate who has been offered a role, OR

For an existing employee who has been offered a new role that requires a disclosure.

Where required, the risk assessment must be completed before the candidate can commence employment.

If further action is necessary, this should be agreed between the HR Business Partner and the Recruiting manager/Line Manager.

Once completed this form should be signed and stored in the employee's file.

In the event that the candidate is not employed, this form should be stored for 6 months and then destroyed.

A review of this risk assessment should be carried out whenever a risk is presented.

Please complete in full:

Name of applicant or employee:	
Post applied for OR Current Post and Employee Number	
Level of disclosure required:	Tick one: <input type="checkbox"/> Enhanced with Children's Barring List <input type="checkbox"/> Enhanced with Adults' Barring List <input type="checkbox"/> Enhanced with Children's & Adults' Barring Lists <input type="checkbox"/> Enhanced <input type="checkbox"/> Standard <input type="checkbox"/> Basic
Directorate: Service or School:	
Date of assessment:	
Name of assessor (Recruiting / Line Manager):	
Name of HR Adviser	

Question	Yes / No / Not applicable	Give Details
Has the applicant declared any criminal convictions, cautions, reprimands, final warnings or bindovers in the UK or any other country, or are they under police investigation?		
Are the offence(s) relevant to the position?		
Single offence, or have there been other offences?		
Nature of conviction(s) and other information (Continue on separate sheet if necessary)		
Offence: Date of conviction: Sentence:		
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Seriousness of offence(s)		
Does the applicant have a pattern of offending or other relevant behaviour?		
Age at time of offence(s)		
Length of time since conviction(s)		
What were the circumstances surrounding the offence(s)?		
Attitude to the offence(s)		
Efforts made to not reoffend		

Is the applicant taking part in a specific remedial action programme?		
Have the individual's circumstances changed since the offence(s)? If so, how?		
Does the nature of the job present any opportunities for the post holder to reoffend in the place of work?		
Does the post involve direct contact with the public or service users?		
What level of supervision does the post holder receive?		
Does the position involve direct responsibility for money, finance or items of value?		
Does the position involve a significant level of trust?		
Were suitable references obtained and ID checked?		
Are there any potential risks to the reputation of the organisation?		
Enter below any further questions you may feel relevant to the post in respect of criminal convictions.		

Please enter below any precautionary measures recommended in the light of the above questions to ensure that the risk of any reoccurrence of any potential criminal activity or associated behaviour is avoided. In order to be more specific this can be expanded on as necessary for the particular role as required.

1.	
2.	
3.	

Declaration by Recruiting Manager

(Tick as appropriate)

☐ **The information above has been fully considered and I am satisfied that it is safe to allow the named applicant/employee to commence/continue work.**

Detailed actions to be recorded below

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☐ **The information above has been considered and I am not satisfied that it is safe to allow the named applicant/employee to commence/continue work.**

I have sought advice from the HR Team.

Recruiting Manager

Signed _____

Print name _____

Date _____