

A decorative graphic consisting of a purple rectangle and a white rectangle with a black border, positioned in the top left corner.

Safeguarding Children & Adults at Risk Policy

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Version	V2
Policy number	46
Linked policies	Recruitment policy

Our purpose is to advance and promote learning, helping to create a fairer, more inclusive society. This extends to all sectors of society including the most vulnerable learners, including children and adults.

The Safeguarding Children and Adults at Risk Policy and Procedures support the safeguarding of those most vulnerable learners and colleagues we work with.

At NCFE, we have a duty of care to ensure we have measures in place that safeguard:

- Children up to the age of 18
- Adults aged 18+ who may be in need of care services by reason of mental or other disability, age, or illness.

Our commitment to safeguarding is reflected in our values and behaviours. Where we have concerns, we will be respectful and considerate, particularly when making decisions that impact others. We will choose the most appropriate method in which to raise issues, we will collaborate with external agencies and the organisations we work with, proactively forging and maintaining productive working relationships to help protect those most vulnerable.

We will ensure that our colleagues are fully aware of potential risks to learners, colleagues and NCFE and are able to raise concerns to ensure we protect and support the most vulnerable groups we work with and provide services for.

1. Purpose

The Safeguarding policy helps us ensure that all safeguarding matters are dealt with promptly, consistently and in line with appropriate procedures.

This policy has been developed with reference to the statutory guidance issued by the Department of Education, Working Together to Safeguard Children, 2018 and Keeping Children Safe in Education, 2020 issued under Section 175 of the Education Act 2002.

2. Scope

The policy applies to all colleagues across NCFE Group, not just those involved in qualifications and end point assessments and delivering services for NCFE, including workers, contractors, and suppliers. All training carried out in this area will apply to these groups. The policy and supporting procedures do not form part of any colleague's contract of employment and may be amended at any time.

3. Definitions, responsibilities, and accountabilities

- a) **Safeguarding** means protecting the health, wellbeing and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect.
- b) **Executive team** has overall accountability for ensuring that all employees, workers and suppliers understand what safeguarding means and how to report any concerns of abuse, harm or neglect in the course of their work.
- c) **Heads of Department and Managers** are responsible for ensuring that they, and the employees that they supervise, are aware of our safeguarding policy and procedure and can access relevant training. They should promote the discussion of safeguarding at team meetings and as part of supervision or one-to-one meetings. They may be required to make decisions relating to complex or serious safeguarding concerns and can seek advice from the Chief Regulatory Officer / Responsible Officer, in relations to learners, or employees, workers, contractors and suppliers.
- d) **Management teams** are responsible and accountable for identifying safeguarding issues and following safeguarding procedures without deviation.
- e) **People Services Team** are responsible and accountable for providing guidance and advice to managers and colleagues on the application of this policy and procedure in relation to employees and workers and the provision of training to new employees.
- f) **All employees, workers, contractors, and suppliers** have a responsibility to understand their role in safeguarding children and vulnerable adults and a duty to report actual or suspected abuse, harm, or neglect to their line manager immediately.

4. What is Safeguarding?

Safeguarding means protecting the health, wellbeing and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and reduce both the risks and experience of abuse or neglect.

Through developing knowledge and awareness to understand various types of abuse and neglect, knowing what to look for and being able to identify the signs, and by working in partnership with other organisations, we are able to take appropriate action to reduce the risk and prevent abuse and neglect.

It is important to see these as wider issues outside of the school / college or workplace environment, which could be a threat to the child's / adult's safety or welfare. This includes multiple forms of external factors such as:

- showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups

- being at risk of modern slavery, trafficking, or exploitation
- being at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child or adult, such as drug and alcohol misuse, mental health issues and domestic abuse
- has returned home to their family from care
- is a privately fostered child.

Safeguarding requires effective measures and procedures in place so that all colleagues understand the procedures that must be followed if they suspect abuse, what to do if a child or a vulnerable adult tells you they are being abused, or if neglect is suspected. Those procedures are detailed within Section Two of this document.

5. Importance of Safeguarding

As a responsible employer NCFE must have clear procedures in place to ensure the rapid reporting any concerns colleagues, supplier and contractors have about children and vulnerable adults who are at risk.

We have a clear process to carry out appropriate checks for any potential and new colleagues joining NCFE who will encounter children and/or adults at risk as part of their work. This includes contact that is both virtual and face-to-face.

Our Social Investment plans also set out how we can ensure access to the best education for those socially disadvantaged and ensuring we have a clear process for dealing with concerns and recruiting suitable individuals we support the process of ensuring learners from these groups have a safe place to learn and maximise their potential.

6. Breach of this policy

Training will be provided to colleagues on the content of this policy and procedure and all colleagues must familiarise themselves with our Safeguarding Policy and Procedures. Any breach of this policy may result in disciplinary action.

7. Governance and Control

Approval status: Exec Owner

7.1 Different parties and responsibilities

Date version approved: 09/2021		
Approved by:	Stewart Foster, Chief Regulatory Officer	
Next review date:	09/2024	Frequency: 12 months after implementation and thereafter every 2 years.
Responsible Manager: Lindsay Mitchell, Head of People Services		
Executive Owner: Stewart Foster, Chief Regulatory Officer		
Author: Stewart Foster, Chief Regulatory Officer		

7.2 Change History

Date	Version	Created by	Description of change
May 2021	1	Louise Shillinglaw	New Policy
September 2021	2	Christine Cunningham	Tweaks to Policy and Procedure to reflect change in Responsible Persons

Section Two

Safeguarding Procedure

1. Recognising a safeguarding concern

Within NCFE there are key areas where colleagues, workers, contractors, and suppliers come into contact with children and adults at risk for example (but not limited to):

- Within Apprenticeship Services while out assessing in the workplace
- When assessing or carrying out EQA activity on a learner or apprentice portfolio
- In a disclosure from an apprentice being assessed
- In a disclosure from an external party such as the training provider or employer
- Information received/witnessed online such as via social media
- NCFE Apprentices
- Students on industry placement with NCFE

It is the responsibility of everyone to act on any suspicion or evidence of abuse or neglect and to report their concerns.

Where a colleague of NCFE becomes concerned about the welfare of children or adults at risk and suspect mistreatment or safeguarding issues, they have a duty of care to

report these concerns to their Head of Department and to the Chief Regulatory Officer/ Responsible Officer.

We recognise that it may sometimes be difficult to know at what point to raise a concern and, therefore advise that all concerns are reported using:

- Appendix 1 Safeguarding Reporting Procedure
- Appendix 2 Safeguarding – Cause for Concern form

Abuse and neglect can take many forms and we should not be restricted to an individual's view of what constitutes abuse or neglect. Circumstances of an individual case should always be considered.

Abuse may be single or repeated acts, opportunistic or a form of serial abuse where the perpetrator seeks out and “grooms” individuals, an act of neglect or failure to act, multiple in form (many situations involve more than one type of abuse); deliberate or the result of negligence or ignorance or it could be a crime.

For the purposes of this procedure abuse is categorised as follows:

- a. Discrimination** including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment because of race, gender and gender identity, age, disability, religion or because someone is gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia, or any hate crime.
- b. Domestic abuse** an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse by someone who is or has been a family member. This includes psychological/ emotional, physical, sexual, financial abuse or so call “honour” based violence, forced marriage or Female Genital Mutilation (FGM).
- c. Financial or material** includes fraud, theft, internet scamming, exploitation, coercion in relation so a vulnerable adult's financial affairs, including communication with wills, property inheritance, possessions, or benefits.
- d. Modern slavery** includes slavery, trafficking, forced labour.
- e. Neglect** includes ignoring medical, emotional, and physical care needs, such as medication, adequate nutrition, or heating.
- f. Institutional** includes poor care practice within an institution or organisation or care given at home ranging from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.
- g. Physical** includes assault, hitting, slapping, misuse of medication, restraint.
- h. Psychological / Emotional** includes threats of harm, abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable withdrawal of services or support networks.
- i. Sexual** includes rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate touching, looking, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which they did not consent.

- j. **Self-neglect** includes a person neglecting to care for their own personal hygiene, health or surroundings, or an inability to provide essential food, clothing, shelter, or medical care necessary to maintain their physical and mental health, emotion wellbeing and general safety.
- k. **Radicalisation** includes where an individual has been radicalised by others, which may lead to acts of crime, terrorism, or harm to others.

2. **What you should do if you suspect abuse of a child or a vulnerable adult**

If you believe the individual is at immediate harm, contact the police immediately.

You should always report this immediately to the Head of Department and to the Chief Regulatory Officer / Responsible Officer, for learner related concerns. Complete the information in Appendix 1 & 2 of this procedure.

This form should be completed and emailed only to the Chief Regulatory Officer / Responsible Officer, and you should not keep a copy of this for your records. A meeting will be held with your Head of Department and Chief Regulatory Officer / Responsible Officer to discuss and agree a plan of action which may include contacting the relevant external bodies such as:

- the Police
- Social Services, as part of your Local Authority, if appropriate to ask for advice and support <https://www.gov.uk/report-child-abuse-to-local-council>

The Chief Regulatory Officer / Responsible Officer is responsible for following up any actions, completing Section B of the Cause for Concern Form.

3. **Safeguarding & Recruitment**

Pre-employment Checks

At NCFE, we ensure that any person who works with us in a role that involves contact with children or vulnerable young adults are cleared to work. This involved undergoing appropriate pre-employment checks that confirm their suitability for work. These checks will be undertaken before we employ anyone who will deliver services for us and before any contact with children or vulnerable adults takes place.

When attracting individuals for positions where they will be working with adults at risk and/or children, it is of paramount importance that they are suitable to work with children and adults at risk. Where the role involves working with these groups, we will carry out the necessary pre-employment checks which may include Disclosure and Barring Service (DBS) checks for roles that work with adults and/or children. This involves asking at the recruitment stage for individuals to disclose any unspent convictions and for any candidates made an offer of employment we would complete reference checks and a DBS check.

a. Recruitment and disclosure

Where roles to be advertised will work with children and or adults at risk, in the normal course of their duties, either closely or online, frequently or infrequently, the job description and job advert should include the following wording:

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands, and final warnings that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

b. DBS checks

We will also confirm that we will require a DBS check as part of the recruitment advert. Such posts are exempt from the Rehabilitation of Offenders Act 1974, and this means that it is illegal for someone with a conviction and is barred from working with children or adults at risk, to apply for such roles.

There are 4 different types of DBS check and therefore before advertising, a check of the following decision tree should be carried out to determine what level of disclosure is required. This will be carried out by the Talent Team – People Services.

<https://www.gov.uk/find-out-dbs-check>.

This checklist will ask a number of questions about the role and the level and frequency of interaction with the child and/or vulnerable adult and whether that role is supervised or not to establish which level of disclosure is required for a role.

In most cases an Enhanced Disclosure will be required. There are 2 types of enhanced DBS:

- **Enhanced disclosures** (enhanced DBS checks) contain details of all cautions, convictions, reprimands and final warnings which are not protected by the Rehabilitation of Offenders Act 1974 and may also include other relevant information. Other relevant information may be disclosed at the discretion of the chief police officer of the force that holds the information if they reasonably believe it to be relevant to the role.
- **Enhanced disclosures with barred list checks** include the same criminal record information as enhanced disclosures, but also detail whether the person is barred from working with either children or vulnerable groups or both. To be eligible to request a check of the children's or adults' barred list, the position must be eligible for a disclosure and also specifically listed in the Police Act 1997 (Criminal Records) regulations as eligible to check against the appropriate barred list(s). Someone who is barred from working with children or vulnerable groups cannot work (paid or voluntary) in a role which involves close and / or unsupervised activity with children or vulnerable groups. In these circumstances where this is the requirement of the role an Enhanced disclosure with barred lists checks is required.

c. Risk Assessment

We will not automatically discount individuals applying for roles where they confirm they have unspent criminal convictions or any other details about criminal record history. All cases will be examined on an individual basis taking into consideration whether the conviction has an impact on or provides a level of risk to the position applied for. If the individual is shortlisted, then we will ask for more information about their disclosure. In this instance, the Talent Team (People Services) will send a **Criminal Record Declaration form to the applicant – see Appendix 3**. This must be kept separately and confidentially, in the form of a disclosure statement and not as part of the application form. This should be completed ahead of the interview.

If the individual who has either declared or is found to have unspent criminal convictions is shortlisted and invited to interview then more details should be requested at this stage by the People Business Partner who will conduct a risk assessment using **Risk Assessment Form – Criminal Records Check** which can be found in **Appendix 4**.

d. Making an Offer – Carrying out the DBS Check

Where an offer of employment is made, regardless of whether they have made a disclosure or not, where the role involves working with children and/or adults at risk, in the normal course of their duties, either closely or online, frequently or infrequently, we must carry out an Enhanced Disclosure and Barring Check.

e. Process for DBS checks

To enable the job applicant to carry out the DBS check the Talent Team - People Services Department, will set up an online application to complete.

Once the check has been carried out, the DBS Service will issue a DBS certificate to the applicant which is posted to the applicant's home address. NCFE are notified by Atlantic Data whether the application has returned a positive result or not. Where the result is positive, we will ask the job applicant for sight of the DBS certificate to be verified and see the specifics of the offences.

Where the job applicant already has an Enhanced DBS check and is a member of the DBS Update Service, the Talent Team will, with the applicant's permission, carry out a status check on their current certificate. DBS checks at NCFE are re-checked every 3 years by completing a new application which is set up by the Talent Team.

f. What to do if a DBS check is positive

Where an offer of employment/work is made but a DBS check discloses a positive result, if it is an Enhanced Check with barred lists, we would withdraw the offer.

Where the check involves an Enhanced Disclosure check without barred listing then we would review the information and carry out a risk assessment.

It may not be clear whether a person is suitable until questioned further. Therefore, it is important to carry out a risk assessment to inform the final recruitment decision. The final decision will be made by the Head of Department together with the Chief Regulatory

Officer / Responsible Officer and must be fully documented including the reason for the final decision. Not all criminal convictions will be a bar to employment. The results of an Enhanced DBS check without barring will be considered on an individual basis and NCFE will act in a proportionate manner when deciding whether to proceed with the appointment to the post in question. However, the protection and safeguarding of children/adults at risk is our primary concern and any decision will be based on this premise.

The suitability for employment of a person with a criminal record may vary, depending on the nature of the job and the details and circumstances of any convictions. An assessment of an applicant's skills, qualifications, experience, and conviction circumstances should be weighed up against the risk assessment criteria for the job.

In this case a risk assessment meeting will be carried out to give the applicant the opportunity to address the employer's concerns. The line manager and People Business Partner will complete the **Risk Assessment form – Criminal Record Check** found in **Appendix 4**. External advice and support can be found by contacting Nacro's Employer Advice Service for support, if necessary.

The suitability for employment of a person with a criminal record may vary, depending on the nature of the job and the details and circumstances of any convictions. An assessment of an applicant's skills, qualifications, experience, and conviction circumstances should be weighed up against the risk assessment criteria for the job. An applicant's criminal record will be assessed in relation to the tasks to be performed and the circumstances in which the work is to be carried out and we will consider the following points when deciding on the relevance of offences to particular posts:

- Does the post involve one-to-one contact with children or other vulnerable groups?
- What is the nature of the one-to-one contact? For example, in respect of children, one-to-one contact is especially relevant if it occurs on a regular basis or is unsupervised.
- The level of supervision the post-holder will receive? Is it unsupervised? Does it involve working in an isolated situation?
- Will the nature of the job present any opportunities for the post-holder to reoffend in the course of work?
- Are there any safeguards that can be put in place to minimise any potential risks?

The rationale behind the final recruitment and appointment decision in all cases should be documented and a copy of risk assessment and disclosure statement kept securely by the Talent Team but not on the individual's personal file.

An offer of employment for a post involving work with children and/ or adults at risk will be conditional on the job applicant receiving a clear DBS check. Where the job applicant refuses to undertake a DBS or a DBS check is completed but the job applicant refuses to allow the organisation to see the DBS certificate, they will be treated as not having satisfactorily completed the DBS check and the offer of employment will be withdrawn.

4. Data protection

NCFE processes information about an individual's criminal convictions in accordance with its data protection policy. All data collected during recruitment is held securely, accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process.

Once an individual is recruited, information about their criminal record gathered during the vetting process will not be transferred to their personal file.

In both cases the information will be held centrally and securely for safeguarding purposes by People Services and will only be retained for as long as is necessary.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately and may also constitute a disciplinary offence.

Useful contacts

DBS customer services on 03000 200 190; customerservices@dbs.gsi.gov.uk;
<http://www.disclosuresdbs.co.uk>

Nacro's Employer Advice Service - 0845 600 3194, employeradvice@nacros.org.uk

NSPCC 0808 800 5000 www.nspcc.org.uk

ChildLine 0800 1111 www.childline.org.uk

Child Exploitation and Online Protection Centre
+44 (0)870 000 3344; <http://ceop.police.uk>

The National Children's Bureau 020 7843 6000 <http://www.ncb.org.uk>

Churches Child Protection Advisory Service
0845 120 4550 <http://www.ccpas.co.uk>

Ofsted 0300 123 1231 <https://www.gov.uk/government/organisations/ofsted>

Disability Rights UK 020 7250 8181 <http://www.disabilityrightsuk.org>

MENCAP 020 7454 0454 <http://www.mencap.org.uk>

Useful links

What to do if you're worried a child is being abused (DfE, England, March 2015)
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Co-operating to safeguard children (NI, 2015) <https://www.health-ni.gov.uk/news/adult-safeguarding-policy-northern-ireland-published>



National guidance for child protection in Scotland 2014 (Scotland)
<https://www.gov.scot/Publications/2014/05/3052>

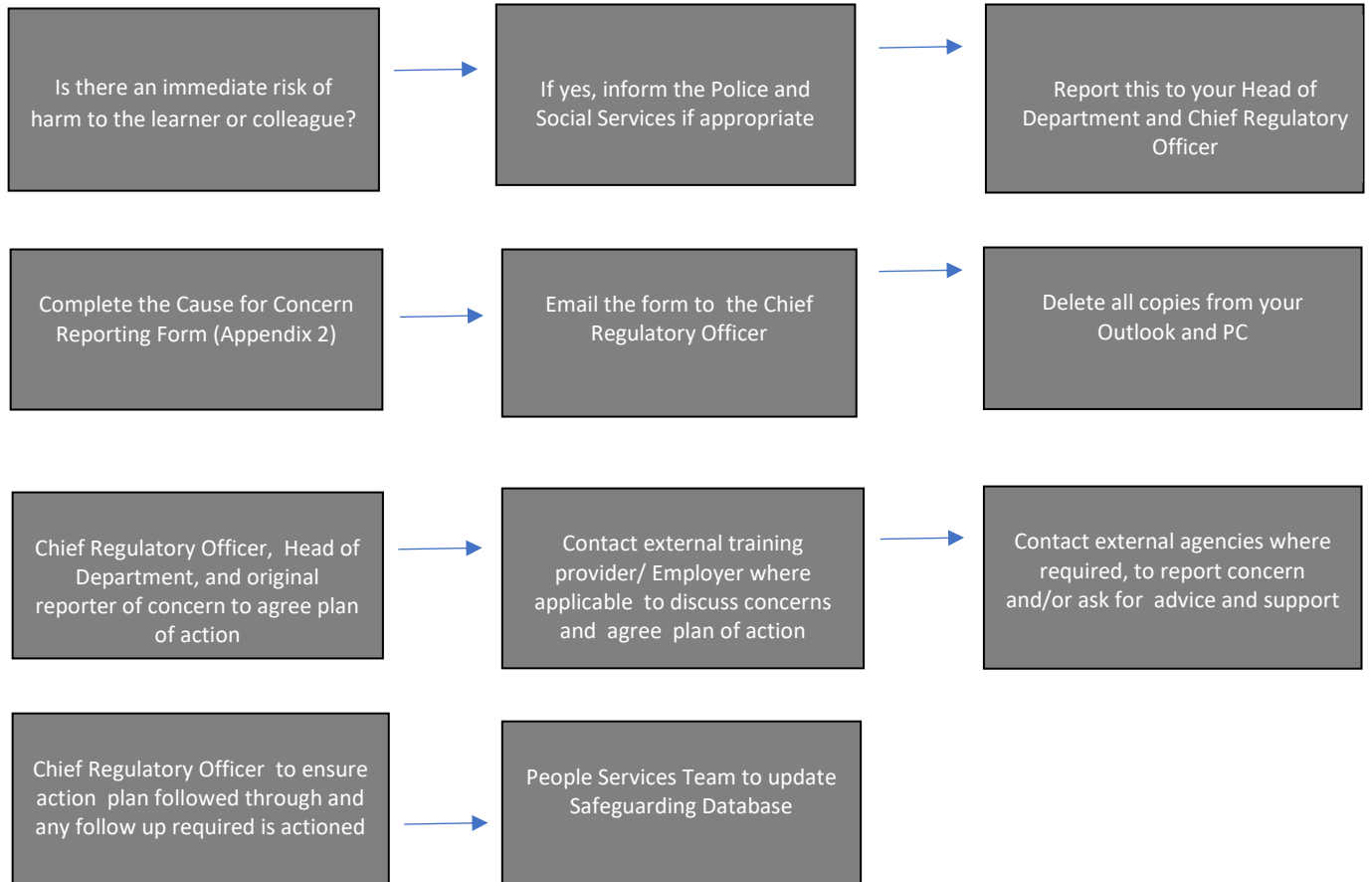
Safeguarding Vulnerable Groups Act 2006 (UK)
<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Working together to safeguard children (DfE, England, March 2015)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Churches Child Protection Advisory Service; <https://www.ccpas.co.uk>

Appendix 1

Safeguarding – Reporting concerns regarding learners / employees



Appendix 2

Safeguarding – Cause for Concern Form

Discuss initially with your line manager and contact the Chief Regulatory Officer/Responsible Officer if the concern relates to a learner, employee, worker or supplier, then complete this form and email to the Safeguarding inbox - safeguarding@ncfe.org.uk

- Complete this form capturing exactly what you were told by the victim including their name, address, date of birth and contact telephone number but do not investigate/probe for more details
- Do not store hard copies within learner's/ staff member's personal files.
- Ensure all electronic copies are deleted from your computer including your outlook account

Details of person completing this form

Name (print)		Email address	
Job Title		Date	
Department		Signature	
Phone number			

Details of alleged victim

Name		Training Provider	
Address		Training Provider Contact	
Date of birth		Training Provider contact details	
Gender		Employer	
Telephone number		Employer Contact	
		Employer Contact details	

Details of next of kin/primary carers (if known)

Surname	
First Name	
Relationship	
Contact details	

Details of incident/ abuse (please detail exactly what the victim told you)	
Date took place	
Place of incident	
Date this was reported to you?	
Detail exactly what the victim told you	

Type of abuse (please tick all that apply)					
Financial/material		Physical		Neglect	
Psychological/emotional		Sexual		Discriminatory	
Radicalisation		Organisational		Domestic abuse/violence	
Modern Slavery		Self-neglect		Other	
If other, please specify					
Is the victim at risk of further abuse/neglect?	Yes / No / Unknown				

Details of alleged perpetrator (if known or applicable)			
Name		Relationship to victim	

Have you informed any agencies? (Local social services / police / NCFE or anyone else)?
If so, please give details...
Date/ time referred to external organisation: Contact name: Contact number:
Details of advice given by external organisation

What does the victim say they want to happen? (if applicable)

With the information you hold are you sure the learner/colleague is safe?
With the information you hold are you confident that there is no risk to others in the environment where the individual is at risk?

The following section is to be completed by the Chief Regulatory Officer/Responsible Officer

Date report received		Is a follow up required?	Y / N
Your contact details			
Have you contacted any external agencies / organisations?			
What date did you speak to them?			
Who did you speak to?			
What are their contact details?			
What was their advice?			
Is any further action required by NCFE?			
Detail of actions subsequently taken if applicable			
Do you need to follow up? If so, insert date?			
Has this report been added to the Safeguarding Database?			
Signature	Date		

Appendix 3

Criminal Record Declaration form

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, applicants are required to declare any cautions, convictions, reprimands, and final warnings that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to Nacro guidance and the DBS website.

A person's criminal record will not, in itself, exclude that person from being appointed to this post. Any information given will be treated in the strictest confidence.

Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and we will take the following into consideration:

- whether the conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

Criminal record declaration form (exempt positions)

Surname		Forename	
<p>Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</p>			
Yes		No	
<p>If you have answered yes, you now have two options on how to disclose your criminal record</p> <p>Option 1: Please provide details of your criminal record in the space below</p> <p>Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this</p>			



form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post

I have attached details of my conviction separately_____ (please mark with an X if appropriate).

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at NCFE

Signed		Date	
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Please return this form to the People Service Team

Appendix 4

Risk Assessment Forms – Criminal Record Check

This form is to be completed when a successful candidate or existing employee has been offered a role that requires a disclosure. Where required, the risk assessment needs to be completed before candidates can commence employment. If further action is necessary, this should be agreed between the relevant member of the People Services team and the line manager.

Once completed this form should be signed by both the relevant member of the People Services team and the line manager and sent to the People Services team to be stored securely on file.

Section A To be completed by the relevant member of the People Services team and the line manager *(Please complete in full)*:

Name of applicant				
Post applied for				
Level of disclosure required	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced without barred list <input type="checkbox"/>	Enhanced with barred list <input type="checkbox"/>
Date of Assessment				
Assessor 1 (PS)				
Assessor 2 (line manager)				

Question	Yes / No	Please provide details
Has the applicant declared any cautions, convictions, reprimands, final warnings in the UK or any other country, or are they under police investigation?		
Is this a single offence or has there been more than one offence?		
Has any police intelligence been disclosed at chief police officer discretion which causes concern (if applicable)?		

Nature of conviction(s) or police intelligence disclosed (Continue on separate sheet if necessary)	
Offence(s)	
Date of conviction(s):	

Sentence(s) received:	
Age at time of offence(s):	
Length of time since conviction(s):	
Additional information:	

Section B – to be completed by line manager and individual during risk assessment meeting

Question (Please provide details)		
What were the circumstances surrounding the offence(s)?		
Attitude to the offence(s)		
Efforts made to not reoffend		
Question	Yes / No	Please provide details
Have the individual's circumstances changed since the offence(s)? If so, how?		
Are the offence(s) relevant to the post?		
Is the individual taking part in a specific remedial/action programme?		
Does the nature of the role present any opportunities for the post-holder to reoffend in the place of work?		
Does the post involve regular one-to-one/ unsupervised contact with vulnerable people?		
Is the individual barred from working in regulated activity? (If applicable)		
Were suitable references obtained and ID checked? (If references gave cause for concern, please state details)		

Enter below any further questions you feel may be relevant to the post in relation to criminal convictions.

Question	Details/response

Signed

Print name

Date

Section C - To be completed by line manager after risk assessment meeting has taken place

Please enter below any precautionary measures recommended for the individual in light of the above information to minimise the risk of any reoccurrence of any potential criminal activity or associated behaviour. This can be expanded on as necessary for the particular role as required.

1	
2	
3	
4	
5	

Section D Criminal record risk hazard form

Please record below any organisational risk of harm. This should relate specifically to the impact on the organisation and not the individual.

Nature of hazard? e.g., reputational risk, risk of sexual harm, risk of theft
Who might be harmed?
What is already/will be done to minimise risk?
Likelihood of hazard/risk occurring? Please select from: 1 = Very unlikely 2 = Fairly unlikely 3 = Fairly likely 4 = Very likely

Impact of hazard/risk? Please select from: 1 = Minor impact 2 = Fairly serious impact 3 = Very serious impact
What is the remaining risk based on likelihood and impact? e.g., low/medium/high
What further action is required?
Who is responsible for taking this action and by when?

Section E - To be completed by all parties carrying out the risk assessment

The information above has been considered and we are/are not satisfied that it is safe to allow the named applicant/employee to commence/continue work

Detail action to be taken below:

Signed: Relevant member of People Services team			
Print name and job title		Date	
Signed relevant line manager			
Print name and job title		Date	