RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO OVERSEAS CHECK (Current Employees)

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| **Name of Prospective Employee:** |  | **Name of Person Completing the Assessment:** |  |
| **Post Title:** |  | **Date of Risk Assessment:** |  |
| **School/Location:** |  | **Date Employment Commenced:** |  |
| **Has a Certificate of Good Conduct been obtained?** |  | **During which dates was the member of staff overseas?** |  |
| **For how long was the member of staff overseas & age of staff member at that time?** |  | **Final Outcome:** |  |
| **Signature of Head Teacher:** |  | **Date Signed:** |  |
| **Signature of Director of HR:** |  | **Date Signed:** |  |

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| **Pre-employment checklist:** | **DBS clearance & positive disclosures:** |
| Medical clearance received?  |  | Is a previous disclosure certificate available?  |  |
| Right to work and Identity check completed?  |  | If Yes: Has it been seen by you?  |  |
| DBS application completed and submitted? |  | What is its date: |  |
| Two references satisfactory for our purposes obtained?  |  | Disclosure Number:  |  |
| Satisfied with general background & Employment history checks?  |  | Is it an enhanced DBS certificate with a barred list check completed?  |  |
| \*Declared convictions spent /unspent on app form? |  | \*Positive disclosure(s) on DBS?  |  |
| \*Declared convictions spent/ unspent at interview? |  | \*If Yes is it relevant to post / pose risk of harm?  |  |
| Disqualification Self Declaration form completed? |  | Satisfactory Reference 1? |  |
| Satisfactory Reference 2? |  | Further References? |  |
| Comments: |

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| Has the employee already worked in a School in England and Wales prior to their appointment? If so, for how long and was there a break in service? |
| Did you seek and receive any further references in the event that no Overseas Police Checks / Certificate of Good Conduct were requested / received? Detail below: |
| Have there been any concerns that relate to the safety and welfare of children or young people or behavior towards children or young people, expressed at any time by colleagues? |
| Have there been any concerns that relate to the safety and welfare of children or young people or behavior towards children or young people, expressed at any time by pupils? |
| Have there been any concerns that relate to the safety and welfare of children or young people or behavior towards children or young people, expressed at any time by parents? |
| Has the employee/worker been the subject of any disciplinary procedures (including those expired) that relate to the safety and welfare of children or young people or behavior towards children or young people? |

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