RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO ALL SAFER RECRUITMENT CHECKS BEING COMPLETED

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| **Name of Prospective Employee:** |  | **Name of Person Completing the Assessment:** |  |
| **Proposed Post Title:** |  | **Date of Risk Assessment:** |  |
| **School/Location:** |  | | |
| **Name and Signature of Trust Safeguarding Lead / Director of HR:** |  | **Name and Signature of Headteacher/Director:** |  |
| **Date** |  | **Date:** |  |

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| **Reasons for considering commencement of employment prior to all safer recruitment checks being completed:** | **Consequences (to operational delivery) of waiting for all safer recruitment checks to be completed:** | | **Level of access during “waiting period” (include level of access on own with children)**: | |
| Supervision arrangements during “waiting period” and any other monitoring arrangements/ control measures: | **Pre-employment checklist:** | | **DBS clearance & positive disclosures:** | |
| Medical clearance received? |  | DBS Certificate Number: |  |
| Right to work and Identity check completed? |  | Date of DBS Certificate: |  |
| DBS application completed and submitted? |  | Type of Certificate: |  |
| References satisfactory for our purposes obtained? |  | Is it an enhanced DBS certificate with a barred list check completed? |  |
| Satisfied with general background & Employment history checks? |  | \*Positive disclosure(s) on DBS? |  |
| \*Declared convictions spent /unspent on app form? |  | \*If Yes is it relevant to post / pose risk of harm? |  |
| \*Declared convictions spent/ unspent at interview? |  | Original DBS Certificate seen by: |  |
| Disqualification Self Declaration form completed? |  | Comments/Actions to be taken: | |