

## Appendix E

### Criminal record check risk assessment form

**This form is to be completed and used for the following purposes:**

- 1 When a successful candidate has been offered a role.
- 2 When an existing employee has transferred to 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 HR team and the line manager.**
  - Once completed this form should be signed by both the relevant member of the HR team and the line manager and sent to the HR department to be stored on file.
  - A review of the risk assessment should be carried out whenever a risk is presented. **To be completed by the relevant member of the HR team and the line manager**

Please complete in full:

Name of applicant:				
Post applied for/current post:				
Level of disclosure required:	Enhanced and barred <input type="checkbox"/>	Enhanced <input type="checkbox"/>	Standard <input type="checkbox"/>	Basic <input type="checkbox"/>
Directorate:				
Date of assessment:				
Name of assessor one (HR team):				
Name of assessor two (line manager):				

Question	Yes/ No/ N/A	Give detail
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 offence(s) relevant to the employee's position?		

Single offence, or have there been other offences?		
<b>Nature of conviction(s) and other information</b> (Continue on separate sheet if necessary)		
Offence: Date of conviction: Sentence:		
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Seriousness of offence(s)		
Does the employee 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 re-offend in the place of work?		
Does the post involve direct contact with the public?		
What level of supervision does the post holder receive?		
Does the position involve direct responsibility for 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?		
<b>Enter below any further questions you may feel relevant to the post in respect of criminal convictions if necessary</b>		

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.	

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**Declaration by HR Team and Relevant Manager. (Tick as appropriate)**

The information below has been fully considered and we are satisfied that it is safe to allow the named applicant to commence/continue work.

<b>Detail action to be taken below</b>

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

\*Delete as appropriate

HR Team	Relevant Manager
Signed _____	Signed _____
Print name _____	Print name _____
Date _____	Date _____