

Appendix C

Criminal record check risk assessment form

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

1. When a new member declares an unspent caution or conviction
2. When information of concern relating to an existing member comes to light
 - › Where required, the risk assessment needs to be completed before a decision is made about the continuation or termination of the membership.
 - › If further action is necessary, this will be agreed between the NGB lead for safeguarding, or safeguarding panel.

Once completed this form should be signed by both the NGB lead for safeguarding, or members of the safeguarding panel and stored confidentially on file.

Risk assessments are live documents and should be subject to periodic review.



Section A To be completed by safeguarding lead/panel

Please complete in full:

Name of member:	
Club:	
Commencement date of assessment:	
Name of assessor one:	[Safeguarding lead]
Name of assessor two:	[Position]

Question	Yes/ No	Please provide details
Has the member declared any unspent cautions or criminal convictions 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?		
Nature of conviction(s) or police intelligence disclosed (Continue on separate sheet if necessary)		
Offence(s)		
Date of caution/ conviction		
Sentence received		
Age at time of offence(s)		
Length of time since caution(s)/ conviction(s)		

Section B To be completed by [safeguarding lead/panel] 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 membership?		
Is the individual taking part in a specific remedial/action programme?		
Does the nature of the membership present any opportunities for the post-holder to reoffend?		
Does the membership involve regular one-to-one/unsupervised contact with vulnerable people?		
Does membership involve direct contact with the public?		
Does membership involve direct responsibility for finance or items of value?		
Does membership involve a significant level of trust, e.g. unsupervised transportation of children to and from games?		
Were suitable references obtained and ID checked? (If references gave cause for concern please state details)		
Question	Please provide details	
What level of supervision does the member receive?		

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

Question	Please provide details

Signed:		Print name:		Date:	
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Section C To be completed by [safeguarding lead/panel] 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.

1.	
2.	
3.	
4.	
5.	

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

Hazard matrix:

3 = Very serious impact	4 = Very likely
2 = Fairly serious impact	3 = Fairly likely
1 = Minor impact	2 = Fairly unlikely
	1 = Very unlikely

Nature of hazard? e.g. reputational risk, risk of sexual harm, risk of theft
Who might be harmed?
What is already being done to minimise risk?
Likelihood of hazard/risk occurring? Please select from matrix above:
Impact of hazard/risk? Please select from matrix above:
What is the remaining risk based on likelihood and impact?
What further action is required?
Who is responsible for taking this action and by when?

Section D To be completed by all parties involved in the risk assessment process

Declaration by safeguarding lead*

☐ The information above has been considered and we are/are not satisfied that it is safe to allow the individual/member to commence/continue as a member of [NGB/club].

Detail action to be taken below:

Signed: Relevant decision-maker		
Print name		Date:
Signed: Relevant decision-maker		
Print name		Date: