

Risk ASSESSMENT FORM DBS**Disclosure and Barring Scheme (DBS) Risk Assessment Form**

This form should be used in the following circumstances:

1. If an employee / volunteer starts without a DBS Clearance

Risk Assessment	
Name of person who is subject of the Risk Assessment:	
Position:	
Grade: (if applicable)	
Place of work / volunteering:	
Outline of main duties:	
Date of DBS Risk Assessment interview	
Reason for the DBS Risk Assessment	Please state below reasons for considering commencement of employment prior to receiving clearance.
Previous DBS:	Is a previous disclosure available? Y / N Has it been seen by you? Y / N What is the date? _____ Children's Barred list check been Completed Date completed? _____
DBS Risk Assessment undertaken & Outcome	

APPENDIX 14

Measure(s) to be put in place while waiting for DBS clearance:	
DBS Risk Assessment undertaken by:	
Date of DBS Risk Assessment:	
Manager's declaration:	
<p>1. I accept responsibility for the appointment / continued employment of the above named while awaiting the outcome of the DBS disclosure I can confirm that until the DBS check on the above person is completed that the above named will be constantly supervised and will not deal with vulnerable adults and / or children or; have access to databases containing information on children and / or vulnerable adults without direct supervision</p>	
<p>2. Whilst waiting for confirmation from the DBS, I agree to:</p> <ul style="list-style-type: none">• Explain to the applicant that the offer of employment is only temporary depending upon the DBS Clearance.• Advise the applicant that if the clearance is not received within 12 weeks then the offer of employment / volunteering may be reviewed.• Supervise the employee• Monitor the situation until the DBS disclosure is completed.	
Name of Head teacher/Chair of Governor: _____	
Signature: _____	
School: _____	
Date: _____	