



## Positive Disclosure (DBS) Risk Assessment – Template

The NFCC Positive Disclosure Risk Assessment Guidance should be read in conjunction with completing this template.

<b>Name of Individual:</b>		<b>Date of Birth:</b>	
<b>Address:</b>			
<b>Post Held or Post Applied for:</b>		<b>Service Area:</b>	
<b>HR Professional contact name:</b>			
<b>Safeguarding Professional contact name:</b>			

### Assessment of risk

The Disclosure and Barring Service (DBS) barred lists are designed to prevent unsuitable people from entering the workforce – it is an offence to employ a person to do work with children or vulnerable adults if they have been barred from doing so.

Does this person appear on the DBS barred list, yes or no? If the answer is **yes**, then the appointment is automatically unlawful, and the person **must not** be appointed to the post.

You **do not** need to complete the Decision Record Sheet for external applicants.

**You may wish to continue for internal applicants to support decision making about suitability for different or adapted roles to demonstrate our commitment in relation to the Rehabilitation of Offenders.**

This risk assessment is based on the principles of OASys but adapted for our audience. OASys is an actuarial risk and needs assessment tool used by the prison and probation services in England and Wales. Fire and Rescue Services are committed to the rehabilitation of offenders, as such, the OASys was considered to support this approach.

The scoring for this risk matrix gives a re-offending score based on risk factors.

Risk Factors	Score 0 for Green	Score 1 for Amber	Score 2 for Red	Total Score
<p><b>A. Criminal History:</b> An individual's criminal history is extremely important.</p> <ul style="list-style-type: none"> <li>• Offence(s) have been carried out in the last two years (Score 2)</li> <li>• Previous convictions unspent (Score 1)</li> <li>• 1-2 Previous convictions (score 1)</li> <li>• 3 + Previous convictions (score 2)</li> </ul>	No	Yes	Yes	
<p><b>B. Were the offence(s) first disclosed by the individual?</b> Failure to disclose a relevant offence without a satisfactory reason, may be a breach of contract and render any employment offer void. If the individual is an employee, consider the potential for disciplinary action.</p>	Yes	N/A	No	
<p><b>C. Burglary:</b> Individuals with burglary offences are more likely to re-offend than other types of offences. <b>Does the offence(s) – caution or conviction include burglary?</b> Including 'Aggravated Burglary' and 'Attempted Burglary'.</p>	No	N/A	Yes	
<p><b>D. Sexual Offences:</b> <b>Does the offence (conviction or caution) involve a sexual or sexually motivated offence?</b></p>	No	N/A	Yes	
<p><b>E. Age of first offence (conviction or caution)?</b> The risk of reoffending is higher for those aged 10-17 years of age at their first offence, this is evidenced by <a href="#">'The Start of a Criminal Career'</a>.</p>	24+ years	18-23 years	10-17 years	

Risk Factors	Score 0 for Green	Score 1 for Amber	Score 2 for Red	Total Score
<p><b>F. Has the individual previously breached a court order?</b></p> <p>Breach of previous Court Orders increase the risk. Such as, breaches of:</p> <ul style="list-style-type: none"> <li>• Conditional discharge</li> <li>• Bail</li> <li>• Licence</li> <li>• Failure to comply with any Order</li> </ul>	No	N/A	Yes	
<p><b>G. Criminal Versatility:</b></p> <p><a href="#">OASys research</a> evidence suggests that generic offenders are more prolific and more likely to re-offend than offenders who specialise in one type of offences. Use the categories below to differentiate groups of offences:</p> <ul style="list-style-type: none"> <li>• Violence against the person</li> <li>• Sexual offences</li> <li>• Burglary</li> <li>• Robbery</li> <li>• Theft and handling</li> <li>• Fraud and forgery</li> <li>• Criminal damage</li> <li>• Drug offences</li> <li>• Other indictable offences (serious enough to be dealt with at Crown Court – excluding motor)</li> <li>• Indictable Motoring Offences</li> <li>• Other summary offences (can only be dealt with at Magistrates Court) – excluding motor. This includes Public order offences (threatening behaviour), harassment, drunk and disorderly</li> <li>• Summary motoring offences</li> </ul>	0 offences	1-4 offences	5+ offences	

Risk Factors	Score 0 for Green	Score 1 for Amber	Score 2 for Red	Total Score
<p><b>H. Is the role holder public facing or a person in a position of trust?</b></p>	No	N/A	Yes	
<p><b>I. Did the offence include any of the following?</b>  When certain factors are present, it increases the likelihood of further incidents of serious harm:</p> <ul style="list-style-type: none"> <li>• Carrying or using an offensive weapon</li> <li>• Any violence, threat of violence or coercion</li> <li>• Excessive use of violence or sadistic violence</li> <li>• Arson</li> <li>• Physical damage to property (but not caused when committing another offence, for example burglary or theft)</li> <li>• Sexual element to offending (such as disclosing private sexual images without consent)</li> </ul>	No	N/A	Yes	
<p><b>J. Do offences form part of an established pattern?</b>  These might not be the same category of offence, but could stem from same motivation, such as:</p> <ul style="list-style-type: none"> <li>• Burglary or break ins</li> <li>• Theft</li> <li>• Fraud (financial)</li> <li>• Drug or Alcohol related (drug or drink driving, drunk and disorderly or assault under the influence of drugs or alcohol)</li> </ul>	No (No pattern evident)	N/A	Yes (A pattern is demonstrated)	
<p><b>K. Are there any concerns in regard to the individual's motivations for working with children or vulnerable adults?</b>  In accordance with local authority safer recruitment practice and guidance.</p>	No	N/A	Yes	

Risk Factors	Score 0 for Green	Score 1 for Amber	Score 2 for Red	Total Score
L. Is there any evidence in regard to any inability to manage conflict, cope with challenging behaviour?	No	N/A	Yes	
<b>Risk Factors - Total Category Scores:</b> Grand Total (0-24 from all categories in blue box):				

## Assessment Results

Using the Total Score, identify the scale of risk and consider the following:

### 0 - 4 Low Risk

1. If **low risk** and nothing highlighted in question (I - Factors which indicate increase in likelihood of further incidents of serious harm) – Okay to employ or continue in post. Exclude, suspend, or redeploy (pending internal investigation) if the individual has committed sexual offence(s) or offence(s) against a child or vulnerable adult.
2. If **low risk** but offence(s) have been highlighted in question (I - Factors which indicate increase in likelihood of further incidents of serious harm), consider the factors highlighted in (A - Criminal History) and the nature of employment or role. Exclude suspend or redeploy (pending internal investigation) if the individual has committed sexual offence(s) or offence(s) against a child or vulnerable adult.

### 5 - 9 Medium Risk

3. If **medium risk** action is required. For an existing employee, consider actions to mitigate any potential risks to members of the public, the employee or applicant, and the organisation. These actions should follow your disciplinary processes or withdrawal of offer of employment for new applicants. Consider whether there has been a breakdown of trust for non-disclosure. Exclude or suspend (pending internal investigation) if the individual has committed sexual offence(s) or offence(s) against a child or vulnerable adult.

### 10 - 24 High Risk

4. If **high risk** action is required immediately. For an existing employee consider actions to mitigate any potential risks to members of the public, the employee or applicant, and the organisation. These actions should follow your disciplinary processes or withdrawal of offer of employment for new applicants. Consider whether there has been a breakdown of trust for non-disclosure. Exclude or suspend (pending internal investigation) if the individual has committed sexual offence(s) or offence(s) against a child or vulnerable adult.

### 'Soft Information' Disclosed

If 'soft information' is disclosed on an Enhanced DBS Form, or a statutory agency (for example the Police or Local Authority Designated Officer (LADO)) note the following actions:

- For an individual who has no other offending history, and this does not include factors listed in question (I - Factors which indicate increase in likelihood of further incidents of serious harm) – **treat as low risk as per assessment result 1.**
- For an individual who has identified other offending history but does not include factors listed in question (I - Factors which indicate increase in likelihood of further incidents of serious harm) consider the factors highlighted in (A - Criminal History) and the nature of employment or role, which would increase risk action accordingly.
- If this information does include factors listed in question (I - Factors which indicate increase in likelihood of further incidents of serious harm), but no other offending history treat as per **assessment result 2.**
- If this information does include factors listed in question (I - Factors which indicate increase in likelihood of further incidents of serious harm) and other offending history treat as per **assessment result 4.**

## Decision Record Sheet

Low Risk:	Medium Risk:	High Risk:
Total score recorded:	Total score recorded:	Total score recorded:
<b>Recommended Outcome Recorded (To be retained with both Safeguarding and HR systems)</b>		
<b>Action Decided:</b>		
<b>Report Summary:</b>		
<b>Safeguarding Professional</b>		<b>Date:</b>
<b>Signature:</b>		
<b>Printed Name:</b>		



<b>Human Resources Professional</b>		
<b>Signature:</b>		<b>Date:</b>
<b>Printed Name:</b>		
<b>Senior Manager for Safeguarding</b>		
<b>Signature:</b>		<b>Date:</b>
<b>Printed Name:</b>		
<b>Senior Manager for Human Resources</b>		
<b>Signature:</b>		<b>Date:</b>
<b>Printed Name:</b>		
<p>Note: If the above post holders of Signatory are not available, consider a Principal Officer, equivalent to ACO level or above as a signatory.</p>		