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Positive DBS – Record of Recruitment Decision

All disclosures which are relevant to child protection, regardless of the seriousness of the offence(s)/conviction(s) /charge(s) revealed, will be subject to an objective assessment. All sections of this form must be completed and the form retained on file.

Section 1: General

|  |  |
| --- | --- |
| Date |  |
| Name of applicant |  |
| Post applied for |  |

Section 2:

|  |  |
| --- | --- |
| Does the applicant meet all the essential criteria for the post i.e. skills, knowledge and ability? | Yes/No |
| Is the type/nature of offence(s) directly relevant to the post? (see Notes at the end of this form) | Yes/No |
| When did the relevant offence(s) occur? | Less than 2 years ago/More than 2 years ago |
| Is there a pattern of related offences? | Yes/No |
| Is there a pattern of unrelated offences? | Yes/No |
| Is this context/circumstance still relevant today? | Yes/No |
| Was the relevant offence(s) committed at work (i.e. paid employment)? | Yes/No |
| What level of independence will the post holder have? | Close Supervision/Minimal Supervision |
| Does the applicant demonstrate a determination not to re-offend? | Yes/No |
| Did the applicant declare the relevant offence(s) on their application form? | Yes/No |
| What response did the applicant give when questioned about the offence(s) revealed? |  |
| Have 2 references been received? | Yes/No |
| What do the references say about the applicant’s suitability for work in a “regulated position”? |  |
| In light of the above, does the applicant constitute an unacceptable ‘risk’? | Yes/No |

Section 3

|  |  |
| --- | --- |
| Name |  |
| Declaration | I understand the School’s policy on the Recruitment of Ex-Offenders and having considered the above assessment I believe the applicant does/does not\* constitute a risk for the following reasons (please provide detail):  Therefore, the applicant should/should not\* be offered this post.  Please note: If you are proposing to appoint a person with a conviction for a HIGH RISK offence you are advised to ensure that Section 3 is countersigned by the Chair of Governors.  \*delete as appropriate |
| Signed |  |
| Date Signed |  |
| Signed | Chair of Governors |
| Date |  |

Guidance Notes - Recruitment of Ex-Offenders

These guidance notes are taken from EPM’s Model Policy of Ex-Offenders and are provided as a reminder of the types of offences that the School considers high risk when employing an individual to work with children or vulnerable adults.

You can find further guidance on accepting a positive DBS result by contacting a member of the EPM DBS team or from NACRO.

Work with Children

Under the Protection of Children Act 1999 and the Criminal Justice and Courts Services Act 2000, it is unlawful to employ persons, regardless of any mitigating circumstances, who may have regular contact with children who are either:

* Included on the list maintained by the Secretary of State for Health of people judged to be unsuitable to work with children. Unsuitability includes, but is not limited to, previous convictions. Referral to the list must be made by a "childcare organisation" if the person concerned was employed in a post involving the care of children and commits misconduct (whether or not within the course of their employment) which has harmed a child or put a child at risk of harm;

**OR**

* Subject to a disqualifying order made on being convicted or charged with the following offences against children:
* Murder
* Manslaughter
* Rape
* Other serious sexual offences
* Grievous bodily harm
* Other serious acts of violence.

It is the School’s normal policy to consider it a high risk to employ persons, who may have regular contact with children, if they have been convicted or charged at any time of the following offences against children or adults:

* Murder
* Manslaughter
* Rape
* Other serious sexual offences
* Grievous bodily harm
* Other serious acts of violence
* Serious class A drug related offences.