

Appendix 4: DC risk assessment disclosure of criminal convictions record form

The purpose of this document is to record the fact that an appropriate level of DBS (Disclosure and Barring Service) check was obtained as a condition of confirming this appointment/suitability based on the requirements of the job role/contract.

It is essential, to comply with data protection law, that the manager completing this form should **NOT** record upon it any details of the actual offence(s) disclosed by the check, but instead he/she should simply record whether any offence(s) were disclosed, and also record their judgment as to whether the offence(s) were considered sufficiently serious to justify the withdrawal of an offer of appointment/suitability to work on the contract or via an agency for the council. It is particularly important for the manager to record an explanation of any case where one or more criminal offences have been disclosed, but where these were not thought to pose a risk.

If an individual is barred by the DBS from working with children or vulnerable adults, they cannot legally be offered work involving regulated activity with the relevant vulnerable group. Further information on what is defined as regulated activity can be found on [SharePoint](#).

Otherwise, a conviction or other relevant police information does not necessarily mean that someone is unsuitable for appointment or to work for the council via a contractor or agency. Managers must take account of the nature of the work and the potential risks when coming to a view about suitability. The responsible manager should consider the following issues as part of completing a risk assessment and assessing suitability and should where possible discuss the information on the disclosure with the individuals to inform their decision.

- The nature, seriousness and relevance of the offence or information, eg a driving offence or a one off minor offence or juvenile offences in many cases can be reasonably considered to pose little or no risk and therefore would not affect the suitability of the individual to work in any role.
- How long ago it occurred and the age of the individual at the time.
- If it was a one-off or part of a pattern of behaviour
- Circumstances in which offences etc were committed
- Changes in an applicant's personal circumstances
- Country of conviction and relevant circumstances
- Decriminalisation
- Nature of the role and the level of potential risk to vulnerable groups and the potential for mitigation of identified risk.

| | | | |
|----------------------|----------------------|---------------|----------------------|
| Surname | <input type="text"/> | Forename | <input type="text"/> |
| Other names | <input type="text"/> | Date of birth | <input type="text"/> |
| Place of birth | <input type="text"/> | | |
| Position applied for | <input type="text"/> | Organisation | <input type="text"/> |
| Disclosure ref no | <input type="text"/> | Date of issue | <input type="text"/> |

Police records of convictions, cautions, reprimands and final warnings

Date

Comments

| | |
|--|--|
| | |
|--|--|

| Information from DBS Children or Adults Barred lists (applicable for enhanced checks for positions undertaking regulated activity only) If none recorded state 'none recorded' | |
|--|----------|
| Date | Comments |
| | |

| Other relevant information disclosed at the Chief Police Officer's discretion (applicable for enhanced checks only) if none recorded state 'none recorded' | |
|--|----------|
| Date | Comments |
| | |

| Decision as to suitability (provide summary reasons for the decision) |
|---|
| |

| Record of decision approval | | | |
|------------------------------|--|------|--|
| Manager signature | | Date | |
| Name | | | |
| Corporate Director signature | | Date | |
| Name | | | |

If a decision has been made to deny employment, have discussions been held with HR&OD
Advisory Service?

Yes No

HR Officer signature

Date

Name

Please return this form to your HR team (<https://intranet.dorsetcouncil.gov.uk/task/how-to-contact-your-hr-team/>) where it will be held on a central record.

Tick here if this assessment is for an agency worker.