**Logo

Description automatically generated with medium confidenceSGF13: Risk Assessment:** Missing references for historical appointments.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | | | |
| Academy | |  | | | | | | |
| Employed since | |  | |  | | |  | |
| Number of references | | | 1 | |  | 2 | |  |
| Have all other pre-employment checks been satisfactorily completed? | | | YES | |  | NO | |  |
|  | | | | | | | | |
| Why are (at least) two references not available? | | | | | | | | |
|  | | | | | | | | |
| What efforts have been made to seek further references? | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Role details** | | | | | | | | |
|  | | | | | | | | |
| Part-time | Y/N | | Full-time | | | Y/N | | |
| If part-time, does the person have other employment? | | | | | | Y/N | | |

|  |  |  |
| --- | --- | --- |
| **Essential Checks** | **Checked By** | **Date** |
| Identity check (including verification of current address) |  |  |
| Standalone barred list check completed. |  |  |
| Prohibition check (for those undertaking teaching work[[1]](#footnote-1)) |  |  |
| S128 check (for those who line manage or control a budget) |  |  |
| Overseas checks (where relevant) |  |  |
| Right to work in the UK checks |  |  |
| Confirmation of qualifications (where applicable) |  |  |
| Reference 1 |  |  |
| Reference 2 |  |  |
| Completed application form |  |  |

**Risk assessment**

|  |  |  |
| --- | --- | --- |
| **Considerations** | **Risk level** | **Mitigating actions** |
| Have all other pre-employment checks been completed satisfactorily? | L/M/H |  |
| Has there been any safeguarding allegations about the adult? | L/M/H |  |
| Are there any employment gaps in the application form? | L/M/H |  |
|  | L/M/H |  |
|  | L/M/H |  |
|  | L/M/H |  |
|  | L/M/H |  |
| If, as a result of this risk assessment, you develop concerns about the suitability of an adult, you should consider conducting a new Enhanced Disclosure and Barring Service check after discussions with the Director of HR. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorisation** | | | |
| Person completing RA (name and signed) |  | | |
| Principal (name and Signed) |  | | |
| INSERT HR ROLE (name and signed) |  | | |
| Date |  |  |  |
| Next Review Date |  |  |  |
| Who is responsible for ensuring this risk assessment is reviewed? |  | | |

1. The Teachers’ Disciplinary (England) Regulations 2012 define teaching work as: planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. [↑](#footnote-ref-1)