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**SGF9 - DBS RISK ASSESSMENT FORM**

Where a school or college allows an individual to start work in regulated activity relating to children before the DBS certificate is available, it should ensure that the individual is appropriately supervised and that they carry out all other checks, including a separate children’s barred list check. (Keeping Children Safe in Education, 2022)

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| --- | --- |
| **Academy Site** |  |
| **Details of the person starting work** |
| Full Name  |  |
| Role |  |
| Interview Date |  |
| Proposed Start Date |  |
| Date DBS Application Submitted |  |
| **Please provide the reason the person is starting before the new DBS certificate has been seen** |
|  |
| **Essential Checks that must be completed prior to start date** | **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 |  |  |

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| --- |
| **Existing / Previous Enhanced DBS Check** |
| Hold Enhanced DBS from Most Recent Employer? | Yes |[ ]  No |[ ]
| Issue Date |  |
| Date Left Previous Employment  |  |
| *NB. It is our Policy that all new starters will have a new DBS check, however if the adult has worked during a period which ended not more than three months before the person’s appointment with Creative Education Trust, and the applicant has worked, in a school in England, in a post which brought the person regularly into contact with children, there is no requirement for them to be supervised; as there is no statutory requirement for a new DBS check to be completed.*  |

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| **Decision** |
| **High Risk** | **The person must not start.** |[ ]
|  | * Not all other checks have been satisfactorily completed.
 |  |
| **Medium Risk** | **The person may start but must be supervised.**  |[ ]
|  | * All other checks have been satisfactorily completed.
* The person has not, within the past 12 weeks, worked in a post in a school in England which brought the person regularly into contact with children
* A standalone barred list check has been completed.
 |  |
| **Low Risk** | **The person may start without additional supervision.** |[ ]
|  | * Person holds an existing Enhanced DBS from a previous school in England, and there has been less than a 12-week break in service; and
* All other checks have been satisfactorily completed.
* A standalone barred list check has been completed.
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| **Supervision arrangements (if required)** |
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| Supervision measure | Monitoring | How will this be communicated? |
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|  |
| **Authorisation** |
| Person completing RA (name and signed) |  |
| Principal (name and Signed) |  |
| Regional HR Business Partner (name and signed) |  |
| Date |  |  |  |
| Next Review Date |  |  |  |

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)