

CRB RISK ASSESSMENT

Position:

Date of Risk Assessment:

Part 1 - Is a CRB check required for this position?

Question	Yes	No
Is the position exempt from the Rehabilitation of offenders Act?		
Does the position involve working with children?		
Does the position involve regular contact with children?		
Does the position involve working with vulnerable adults?		
Does the position involve regular contact with vulnerable adults?		
Does the position require the applicant to be in sole charge of children?		
Does the position require the applicant to supervise children?		
Does the position require the applicant to care for children?		
Does the position require the applicant to care for vulnerable adults?		
Is the position unsupervised/ involve working alone with children/ vulnerable adults?		
Does the position involve any direct responsibility for finance or items of value?		
Does the position put the applicant in a position of trust?		
Does the position involve direct contact with customers/ members of the public?		

Part 2 - Can I accept an existing disclosure from this applicant?

Question	Yes	No
Are you required by law to get a new check?		
Is the level of CRB check presented the same as the level you require?		
How old is the CRB check?		
Is the position for which the previously issued CRB check was obtained similar to the position for which you need a CRB check?		
Have you validated and authenticated the person's identity to ensure that the person presenting the CRB check is the person on whom the check was done? For instance, have you seen a range of identity documents that confirm their name, address, date		

and place of birth?		
If it is an enhanced check, have you confirmed from the previous countersignatory if additional information was released in a separate letter?		
Have you obtained the consent of the applicant to approach the other organisation?		

Part 3 - Can I offer the position to an individual with a criminal record?

Question	Yes	No
Is the position exempt from the Rehabilitation of offenders Act, 1974? Is it illegal to employ the applicant in this position?		
How long ago is it since the offence?		
Was the offence a one off or part of a history of offending?		
Is there any information about the remorse shown at the time of the offence?		
Is the offence relevant to the type of work applied for?		
What were the circumstances which led to the offence?		
Could additional safeguards reasonably be put in place to reduce the risks involved? e.g. increased supervision		
Will the insurance policy in place cover this employment?		
Is the applicant taking part in a rehabilitation programme?		