

## Blemished Disclosure Risk Assessment Form

The assessment is designed to support the Safeguarding Executive Committee ( SEC) in making an informed and balanced decision about whether to appoint or allow continuation in a role where information contained on a Confidential Declaration Form (CDF), or DBS Disclosure Certificate, relates to issues regarding the safety and wellbeing of adults and children in a church setting. Before any decision is reached the individual will be offered the opportunity to discuss the contents of the disclosure with the DSA or Incumbent. Offences unrelated to the safety and wellbeing of adults and children may be notified to the DSA/SEC who have responsibility to assess the relevance to another appointment.

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| <b>DBS Certificate No:</b>   |  | <b>DOB:</b>  |
| <b>Status of Individual:</b>   | An existing appointee Yes / No   | A new appointee Yes / No   |
| <b>Post applied for or already appointed to:</b>   | Is this role likely, or expected to be, associated with or involve a school/s?   |  |
|  | If yes, please ensure that the Incumbent is informed that the current DBS will not cover such roles and separate arrangements should be made by liaising with the schools / Trust CEO<br><br>Date Incumbent informed: _____ Email / letter |  |
| <b>Details of offences or other disclosed relevant information including allegations</b>   |  |  |
| <b>Offence</b>   | <b>Date of caution/conviction</b>  | <b>Brief circumstances behind the offence/allegation (for instance, for possession of drug offence, what was applicant doing to bring themselves to the attention of police)</b>   |
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| <b>Do the DBS listings bar the appointment?</b>  | Yes / No<br><br>If Yes LADO informed date:<br><br>Who by:<br><br>Email / letter  | <b>If the answer is yes, then the appointment is automatically unlawful, and the person must not be appointed to the post. Do not continue with this decision sheet and if appropriate, contact the Designated Officer in the Local Authority.</b> |
| <b>Role Description (attach where possible)</b>  |  |  |
| <b>Consider who the applicant will be working with and whether the role involves responsibility for finance, items of value or other high-risk areas. This is particularly relevant where offences relate to fraud, burglary, robbery for example.</b> |  |  |
| <b>What triggered this assessment?</b>   | • Offences/allegations disclosed on CDF  |  |

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|   | <ul style="list-style-type: none"> <li>• Positive DBS check during recruitment</li> <li>• Disclosed during existing appointment</li> <li>• Repeat DBS check on existing appointment with new information</li> </ul> |
| <b>Initial assessor (prior to presentation to SEC):</b> | <b>Recommendation:</b><br><br><b>To be presented to SEC on (date):</b><br><br><b>Signed:</b><br><br><b>Print name:</b><br><br><b>Date:</b>  |

| <b>Assessment of risks regarding the person and the offence or other disclosed relevant information including allegations for discussion at SEC on (date):</b>  |  |
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| <b>Whether the individual agrees with the information on the disclosure? Note any discrepancies or non-agreement.</b>   |  |
| <b>Whether the person fully disclosed the offence on the Confidential Declaration Form or whether the information came to light retrospectively. What reason was given for non-disclosure and how might this affect the appointment decision?</b>   |  |
| <b>Whether the offence involved a child and/or an adult at risk or an adult who was vulnerable.</b>   |  |
| <b>The seriousness of the offence and its relevance to the safety of parishioners/service users/other employees/volunteers/church roles, or the public. Consider whether the offence had a significant, moderate or minor impact on the victim.</b> |  |
| <b>Whether the relevant offence was committed at work (either paid or unpaid).</b>  |  |
| <b>Whether the role allows the opportunity to re-offend or repeat behaviours of concern.</b>  |  |
| <b>Whether the behaviour could pose a risk to parishioners/service users/other employees/volunteers/church roles, or the public.</b>  |  |
| <b>The age at which the offence/s were committed. Was the offence committed as an adult, young person, or child? Offences that took place years ago may have less relevance</b>   |  |

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| now except for serious violent or sexual offences.   |  |
| The length of time since the offence.  |  |
| Whether the offence was isolated or part of a history of offending. Repeated offences may indicate that the individual has not been able to change their offending behaviour, and this may indicate a likelihood of reoffending. |  |
| Any relevant information offered by the person regarding the circumstances which led to the offence. Note if this has been corroborated and if so, by whom.  |  |
| The degree of remorse, or otherwise, and their motivation to change.   |  |
| Whether the person's circumstances have changed since the offence was committed, making reoffending less likely.   |  |
| Whether any regulatory or registration body took any action following the conviction.  |  |
| Consider the country if relevant, where the offence was committed.   |  |
| Whether the offence has been decriminalised by Parliament since conviction.  |  |
| Are there any assessments and reports from agencies involved in the applicants' process of rehabilitation e.g. Probation service, prison specialists, other agencies?  |  |
| View of Incumbent?   |  |
| Consider what knowledge and insight a reformed person could bring to the role.   |  |
| <b>Summary by DSA and other relevant information</b>   |  |
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| <b>SEC decision and recommendations</b> |
| <b>Summary by SEC</b>                   |
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| <b>Decision or recommendation of SEC (please tick as applicable)</b>  | <b>Appoint</b>  | <b>Do not appoint</b> |
| <b>*Appoint with adjustments</b>  | <b>* Appoint with adjustments to role (give details e.g. supervision, monitoring arrangements etc.)</b> |                       |
| <b>Arrangements to put in place to ensure that there is not a change in role without a further risk assessment.</b> |   |                       |
| <b>Signed and dated by Chair of SEC</b>   | <b>Signed:</b><br><br><b>Print named:</b> <span style="float: right;"><b>Dated:</b></span>              |                       |

| <b>DSA actions</b>   |   |
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| <b>Discussed with individual – include name of person undertaking the discussion and date:</b> | <b>Name:</b><br><br><b>Date:</b><br><br><b>Method of discussion: in person / email / letter</b><br><br><b>Comments:</b> |
| <b>Incumbent informed of SEC decisions</b>   | <b>Incumbent name:</b><br><br><b>Informed by:</b><br><br><b>Method: in person / email / letter</b>                      |
| <b>LADO informed of decision</b>   | <b>LADO name:</b><br><br><b>Informed by:</b><br><br><b>Method: in person / email / letter</b>                           |
| <b>DBS and SafeBase systems updated with decision</b>  | <b>By:</b><br><br><b>Date:</b>  |