**Risk assessment checklist for roles involving contact with children or vulnerable adults**

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| **DBS check**  Is a DBS check required and/or permitted?  *Please refer to the Imperial College’s* [*Guidance on the Eligiblity for DBS checks*](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/dbs/eligibility/)*.* | Yes  No |
| **Overseas criminal records checks**  If yes, has the applicant spent time overseas for a period of three months or more since the age of 16?  *Please seek guidance from HR Compliance on whether overseas criminal records checks should be carried out.* | Yes  No |
| **Checks required** **for all roles involving contact with children or vulnerable adults**, irrespective of whether a DBS check is required and/or permitted: |  |
| **Employment and education history**  Review and check that the applicant has provided a complete history.  Ask for explanations of any gaps. |  |
| **References**  Take at least two references (for both external and internal appointments).  Ask referees to comment on whether the applicant is suitable to work with children or vulnerable adults. If this question is not answered or not answered fully, chase it up with the referee.  If the person has previously worked with children or vulnerable adults but not in their most recent employment, take a reference from this organisation. |  |
| **Interviews**  Explore the individual's attitude to safeguarding, relevant experience and how they would deal with any safeguarding concerns which might arise in the course of their role. |  |
| **Before the individual starts work**  Ask the individual to read Imperial College's [Child Protection & Safeguarding Policy and Code of Practice](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/safeguarding/policy-and-code-of-practice-/) and to confirm in writing that they have read and understood it.  Ensure that appropriate **safeguarding training** is provided, ideally within the first month but no later than the end of the first six months. Training should include discussion of appropriate behaviour and what to do if a safeguarding concern arises.  **If the individual is to commence work prior to DBS clearance** arrange for appropriate, supervised one-to-one contact with children or vulnerable adults.  Arrange for appropriate **supervision** of the individual during their **probation period**. This need not mean constant or daily supervision, but should enable assessment of their suitability to work with children or vulnerable adults. |  |