

Safer Recruitment Policy

Version Control

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Policy Statement

The safety and wellbeing of all children and adults at risk is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm. The National Tremor Foundation is committed to safeguarding and promoting the welfare of clients, donors, staff and volunteers and anyone else our staff or volunteers come in to contact with during the course of their duties. The charity expects all staff and volunteers to share this commitment.

Aims and Objectives

The aims of the Safer Recruitment Policy is to help deter, reject or identify people who might cause harm to our members or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff and volunteers. The aims of the Charity's recruitment policy is as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- to ensure that all job applicants are considered equally and consistently.
- to ensure that no job applicant is treated unfairly on any grounds as protected by the Equality Act 2010.
- to ensure that volunteers undergo the same rigorous process of recruitment checks as potential employees
- to ensure compliance with all relevant legislation, recommendations and guidance provided by the Charities Commission, the Fundraising Regulator and other relevant



statutory bodies and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

- to ensure that the Charity meets its commitment to safeguarding by carrying out all necessary pre-employment checks.

Recruitment

Trustees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. The National Tremor Foundation has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the charity based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance. If a trustee involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. The National Tremor Foundation aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the National Tremor Foundation, while complying with all relevant GDPR legislation.

Roles and Responsibilities

It is the responsibility of the board of Trustees to:

- ensure the Charity has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with all legal requirements and monitor the Charity's compliance with them.

It is the responsibility of all involved in the recruitment process to:

- ensure that the Charity operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Charity;
- monitor contractors' and agencies' compliance with this document;
- promote the welfare of children, young people and adults at risk at every stage of the procedure.

Definition of Regulated Activity and Frequency



The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a Factual note on regulated activity in relation to children. Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children and adults at risk if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children or adults at risk;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children or adults at risk, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not.

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child or adult at risk, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- health care means care for children or adults at risk provided by, or under the direction or supervision of, a regulated health care professional.

Any position undertaken at, or on behalf of the Charity will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more;
- overnight, meaning between 2.00 am, and 6.00 am;
- satisfies the "period condition", meaning four times or more in a 30-day period and provides the opportunity for contact with children or adults at risk.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The following link should be used to determine which level of DBS check is required:

[Find out which DBS check is right for your employee - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

RECRUITMENT AND SELECTION PROCEDURE

All advertising for recruitment is managed by the board of trustees. The Charity is aware of and is in compliance with its duties under the Equality Act 2010.

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Advertising

To ensure equality of opportunity, The National Tremor Foundation will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement. Any advertisement will make clear the National Tremor Foundation's commitment to safeguarding and promoting the welfare of those we interact with. All documentation relating to applicants will be treated confidentially in accordance with GDPR regulations.

Applications

All applicants for staff or volunteer positions will be required to forward a full CV complete with any academic and full employment history outlining their suitability for the role (in addition, all applicants are required to account for any gaps or discrepancies in employment history).

Declaration Forms

It is unlawful for the Charity to employ anyone who is barred from working with children or adults at risk. It is a criminal offence for any person who is barred from working with children or adults at risk to apply for a position at the Charity. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

Recruitment and selection qualifications, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. The Charity aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the Charity.



Interviews

There will be a face-to-face interview (this may be digital) and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet with the National Tremor Foundation safeguarding criteria.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited for an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and candidates will be expected to bring photocopies for retention by the National Tremor Foundation. Unsuccessful applicant documents will be destroyed one year after the recruitment programme.

References

Where applicable, references for shortlisted applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Charity. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does/did not involve work with children or adults at risk, then the second reference should be from the employer with whom the applicant most recently worked with children or adults at risk. The referee should not be a relative. References will always be sought and obtained directly from the referee, and their purpose is to provide objective and information to support appointment decisions. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children or adults at risk. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference. The Charity does not accept open references, testimonials or references from relatives.



Offer of Appointment and New Employee Process

The National Tremor Foundation carries out a number of pre-employment checks in respect of all prospective staff and volunteers. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating The National Tremor Foundation standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which The National Tremor Foundation considers being satisfactory;
- confirmation that the applicant is not subject to a direction under section 79 of the Charities Act 2016 which prohibits, disqualifies or restricts them from working at a charity, taking part in the management of an independent charity;
- verification of the applicant's right to work in the UK; (if this has not been provided as part of the identity check.
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which The National Tremor Foundation deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

DBS (Disclosure and Barring Service) Check

In line with the Charity Commission guidance the National Tremor Foundation applies for the highest level of disclosure available from the DBS based on the work undertaken. It is the Charity's policy that the DBS disclosure must be obtained before the commencement of employment of any new member of staff or volunteer. It is the Charity's policy to re-check employee's DBS Certificates every three years for staff and volunteers, including Trustees. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Overseas checks

Applicants who have lived/travelled abroad for more than three months within the previous year will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the Charity.

Induction Programme



All new staff or volunteers will be given an induction programme which will clearly identify the charity's policies and procedures, including the Safeguarding Policy, the Whistleblowing policy, the Code of Conduct, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Records of Checks

Any staff or volunteer records are kept by the charity on individual personnel files. If applicable a record of recruitment and vetting checks are also kept. Any files are kept up-to-date and retained centrally.

Register of Members of Staff and Volunteers

In addition to the various staff records kept in the Charity and on individual personnel files, a record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the Charity's Chair and Vice Chair. The Register will contain details of the following:

- all employees who are employed to work at the Charity;
- all employees who are employed as supply staff to the Charity whether employed directly or through an agency;
- all others who have been chosen by the Charity to work in regular contact with children.

This will cover volunteers, Trustees, people brought into the charity to provide employment contracted services.

Record Retention / Data Protection

The Charity is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the Charity will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Charity to discharge its obligations as an employer e.g. so that the Charity may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by the Charity for the duration of the successful applicant's employment with the Charity. All information retained on employees is kept digitally using a 'vault' system where only the Chair and Vice Chair have access. The same policy applies to any suitability information obtained about volunteers involved with Charity activities. The Charity will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e., shredded). The six-month retention period is in accordance with the Data Protection Act 1998.



Agencies/Self Employed Contractors

Agencies or self employed contractors who supply staff or services to the Charity must also complete the pre-employment checks which the Charity would otherwise complete for its staff. Again, the Charity requires confirmation that these checks have been completed before an individual can commence work at the Charity. The Charity will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the Charity.

Ongoing Employment

The National Tremor Foundation recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The charity will, therefore, provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Leaving Employment at The National Tremor Foundation.

Despite the best efforts to recruit safely, there maybe occasions when allegations of serious misconduct or abuse are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. While these are pre-employment checks the Charity also has a legal duty to make a referral to the DBS (and any professional bodies if relevant) in circumstances where an individual:

- or has been removed by the Charity from working due to safeguarding concerns (whether paid or unpaid),
- or has resigned prior to being removed, because they have harmed, or pose a risk of harm to individuals.

Volunteers

Under no circumstances will The National Tremor Foundation permit an unchecked volunteer to have unsupervised contact with a member in their home. It is the Charity's policy that a new DBS certificate is required for volunteers who will engage in home visiting activity but who have not been involved in any activities with The National Tremor Foundation for one year or more. Volunteers on a break are asked to declare any new convictions since their last DBS check within a 7 day period. In addition, the Charity will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff and other volunteers;
- character references from the volunteer's place of work or any other relevant source.
- an informal safer recruitment interview.



- online background checks.

Safeguarding

At the National Tremor Foundation, safeguarding is paramount, and we are fully committed to ensuring the welfare and safety of those we interact with. If any behaviour is a concern in relation to safeguarding, procedures and processes will be followed at all times in accordance with the Safeguarding Policy. Any concerns will be referred to the Designated Safeguarding Lead and reported to the board of trustees.

Appendix :

1. NTF Volunteer role
2. Job Description template.
3. Person Specification
4. Advert
5. Risk assessment.



Appendix 1

Volunteer Role Description

The National Tremor Foundation is a small charity, that has worked to support people with all forms of tremor for over thirty years. We have volunteers all over the UK helping us to deliver support and advice to people and their families affected by a neurological tremor.

Volunteer role: Support Group leader / Volunteer

Support Groups :

The National Tremor Foundation run a number of support groups across the UK. We run local support groups in an informal & friendly environment.

Supported by: Support Group Co-Ordinator

Volunteer :

As a volunteer for the NTF you will be required to support people with all forms of tremor when required, abiding by the NTF aims and policies. Duties may include helping out at fundraising events, support group meetings, and any ad hoc NTF gatherings such as conferences etc.

Training:

Induction training as required by the NTF volunteer policy and its induction programme. Additional training offered as appropriate. DBS required .

Role purpose

To support the National Tremor Foundation in the running of the charity with a focus on supporting all people with any form o.

Personal qualities and experience

NTF volunteers are friendly and patient. They understand the needs of people with tremor and empathise with them. They demonstrate strong listening and communication skills. Some experience of living with a tremor is useful but not essential . Reliability is important. Volunteers must be willing to work within NTF guidelines and always follow confidentiality policies.

Tasks and activities

Help people to engage in activities and socialise. Organise activities if you have a particular skill you would like to share. • Serve drinks and food (if this is a role the volunteer wishes to do and is trained to do so). • Tidy up after food and activities. • Other tasks as asked for by the support group leader .



In return, as a National Tremor Foundation Volunteer, you will have the opportunity to:

Support people with tremor and their carers in the UK • Be part of a friendly team and supported in your role. • Access training and development as appropriate.

Volunteer Agreement

We ask you to:

Work within the parameters of your volunteer role description. • Maintain the commitment you choose to make. • Undertake training and updates. • Keep appointments and complete relevant paperwork. • Keep us informed if your circumstances change. • Inform us immediately of any new criminal convictions. • Keep to the NTF policy regarding confidentiality. • Keep to the NTF policy regarding data protection. • Promote the work of the NTF in your local community. • Feel able to tell us if you are dissatisfied in any way. • Keep to all other NTF policies and procedures, available in full on request or via the website

Please sign to confirm that you have read and understood the above.

Name

Signature

Date

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future

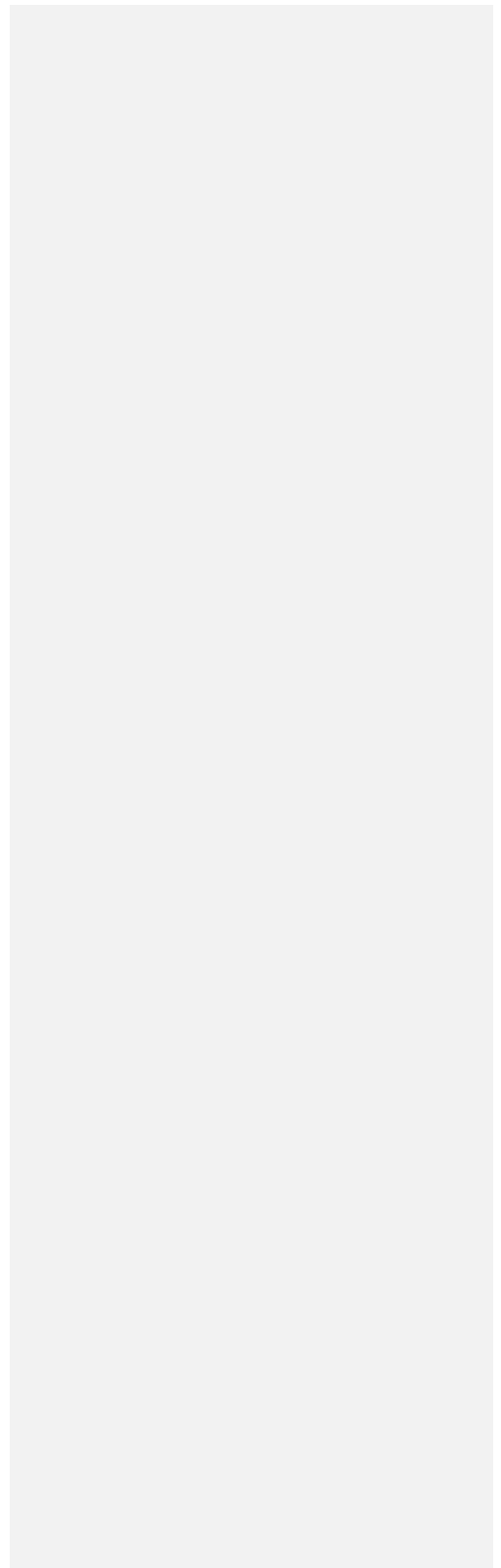
Appendix 2

Job Description

Job title:	
Place of work:	Department/Unit:
Working hours:	Salary Range:
Description of the Company:	
Values of the Company:	
Key customers:	
Reports to:	Supervises:
Works with:	Size of the work team:
Job purpose:	
Duties & responsibilities:	
Working conditions (<i>travel, work space, etc.</i>)	
Minimum level of Education:	
Skills required: (<i>e.g. good analytical and reporting skills, etc.</i>)	
Competencies required: (<i>e.g. communication, teamwork, problem solving, etc.</i>)	



Qualifications/trainings required: <i>(e.g. certificates of specific trainings)</i>
Prior experience:
Technical skills required: <i>(e.g. computer skills, ability to use specific equipment)</i>
Language skills required: <i>(e.g. good English reading and writing skills, language certificates with a required minimum score, etc.)</i>
Physical requirements: <i>(e.g. strength to lift heavy weights)</i>
Legal requirements: <i>(e.g. citizenship, work permit, etc.)</i>
Selection process: <i>(optional: description of the evaluation process and timeframe)</i>
Other:

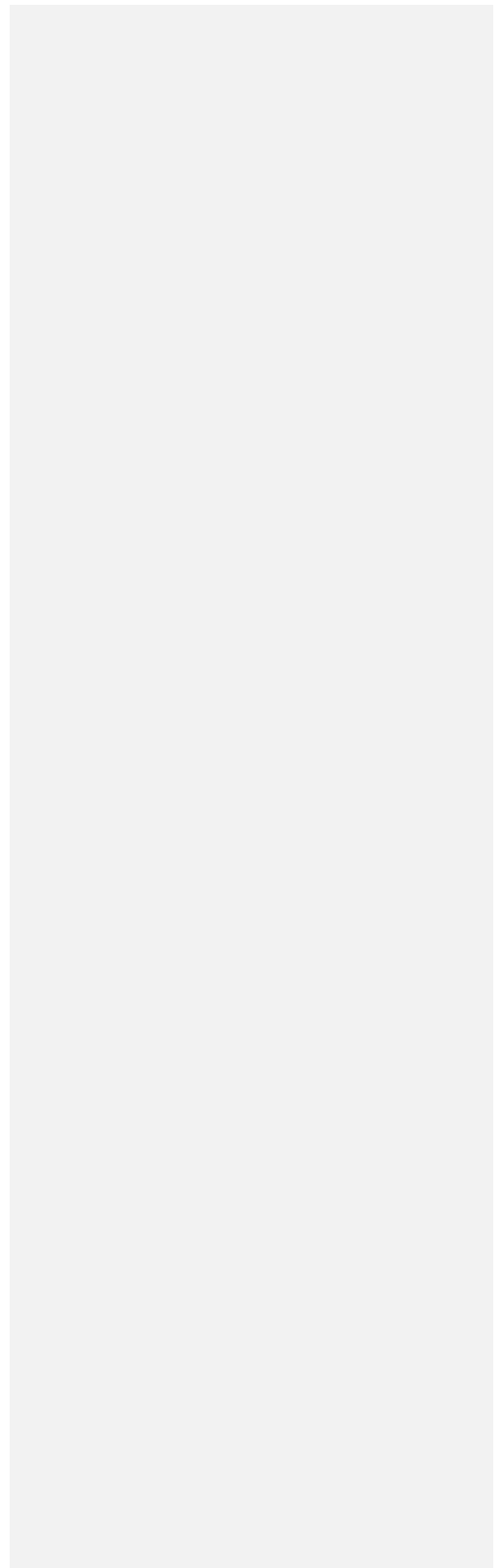




Appendix 3

PERSON SPECIFICATION

Attributes	Essential	Desirable
General		
Qualifications and Training		
Experience		
Knowledge, skills and abilities		
Personal Qualities		





Appendix 4– Advert template

JOB ADVERT **INSERT POSITION HERE**

The National Tremor Foundation (or NTF as we are known) is a charity where we aim to provide help, support and advice to all those living with all forms of tremor irrespective of age. The foundation is a charity dedicated to people with tremors – its mission is to provide advice, support, publish information and promote research.

To help us achieve our objectives and continue our growth we are looking for a _____

The role involves xxxxxxxxx supporting NTF trustees, IT consultant, support staff and volunteers.

The role is set up by the board of trustees to ensure proactive organisation, administrative support and that processes are maintained in a timely and accurate way so that the best outcomes are achieved by the National Tremor Foundation.

The successful applicant will be expected to work flexibly across the organisation to meet the needs of the charity, ensuring professional and proactive support.

In return, as National Tremor Foundation administrator, you will have the opportunity to :

Work within a small but growing charity and be part of a friendly team.

Support people with tremor and their carers in the UK .

Be fully supported in your role.

Access training and development as appropriate.

Help raise awareness of neurological tremor and to make a difference on how tremor is treated within the modern society.

This role will be on a self employed basis with salary or daily rate discussed at interview stage.

Full job description is available on request.

Should you have any questions please contact:-

Kitty Reily, Chairperson, National Tremor Foundation

kitty@tremor.org.uk



Appendix 5 – Risk Assessment

DBS Check Risk Assessment Form

PART 1 – FOR THE APPLICANT TO COMPLETE

Your Rehabilitation of Offenders form/DBS certificate has been returned with information contained on the certificate which may be relevant to your employment. This will not necessarily bar you from working with the National Tremor Foundation. It will depend on the nature of the position that you are applying for and your circumstances at the time of the incidents or offences. We would therefore like to give you the opportunity to provide an explanation for these incidents or offences, as well as the circumstances around you at the time. We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.

Please complete the following information. Please be aware that to withhold information or to give false information will be regarded as an attempt to falsify records which constitutes gross misconduct and will, if proved, lead to dismissal under the National Tremor Foundations procedures.

Name:	Date of Birth:
Job/ Position Applied for:	Work Base:
Job Reference:	

Offence or Incident 1:
Date of Offence or Incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence.
Offence or Incident 2:
Date of offence or incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence



Offence or Incident 3:
Date of offence or incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence

Declaration by Applicant

I certify that the information I have provided on this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my job or volunteering application being unsuccessful or, if employed, in my facing possible dismissal or other disciplinary action.

Signature:	Print:
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DBS Check Risk Assessment Form continued.

PART 2 – FOR THE APPOINTING TRUSTEE TO COMPLETE

Name of Candidate:	Date of Birth and/or Payroll Number:
Job Title: Job Ref No:	Work Base:
Proposed Start Date:	Manager/Teacher Conducting Assessment:

A. BACKGROUND INFORMATION CHECK

Information required.	Notes/Confirmation.
Has the Recruitment Checklist been completed, including all of the following?	

<ul style="list-style-type: none"> • Application Form - check gaps, discrepancies or anomalies 	
<ul style="list-style-type: none"> • Appropriate and satisfactory references 	
<ul style="list-style-type: none"> • Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation. 	
<ul style="list-style-type: none"> • Qualifications – Have you checked and verified that the candidates qualifications fulfil the requirements in the selection criteria? 	
<ul style="list-style-type: none"> • Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied. • Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications. 	
<ul style="list-style-type: none"> • Have you seen and verified asylum and immigration checks? 	
<ul style="list-style-type: none"> • Have satisfactory health checks been received. 	
Criminal Records Bureau Disclosure Checks	Comments
<ol style="list-style-type: none"> 1. Does the candidate already hold a DBS certificate? If not, please go to Q6. 	
<ol style="list-style-type: none"> 2. Was the DBS certificate obtained by the National Tremor Foundation? If not, who is the Registered Body? 	

<p>3. Was the DBS certificate issued within the last 12 months?</p>	
<p>4. Is the DBS certificate “Enhanced level”?</p>	
<p>5a. If the candidate is going to work with children the DBS certificate must indicate “None Recorded” against the ISA Children’s Barred list information.</p> <p><u>OR</u></p> <p>5b If the candidate is going to work with vulnerable adults the DBS certificate must indicate “None Recorded” against the ISA Vulnerable Adults’ Barred list information</p>	
<p>6. Has the candidate completed a new DBS certificate Application form?</p> <p>Confirm date that the application form has been forwarded to the DBS or Recruitment team in the Shared Service Centre for processing. <u>Failure to provide a date may mean delays in the person commencing work.</u></p>	<p>Date completed DBS application returned to Shared Services:</p>
<p>7. Has the candidate been a resident outside of the United Kingdom?</p> <ul style="list-style-type: none"> • If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in? • If no, is a Police Check or DBS equivalent from that country being sought? 	

B. ASSESSING THE RISKS

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Application form and/or the OCC Application form?	Yes / No If 'No' state reason	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/ No If 'No' what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting?	Yes/No If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes / No If 'Yes' explain context in which each offence occurred e.g. where, how, why and details of any victims. (Continue overleaf if necessary)	
What is the individual's attitude to the offence/s now?	e.g. regret/remorse/ justified/denial	

Question	Applicable (Please delete as appropriate)	Comments
Would they do anything differently now?	Yes / No If 'Yes' specify what	
Has the individual's circumstances changed since the conviction/s e.g. location/friends/partner/education?	Yes / No If 'Yes' specify what	
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes / No If 'Yes' specify what	
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol	Yes / No If 'Yes' specify	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse.	Yes / No If 'Yes' specify	
Does the post have any direct contact with the public and if so how vulnerable are they?	Yes / No If 'Yes' give details	

Question	Applicable (Please delete as appropriate)	Comments
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	Yes / No If 'Yes' specify what	
What supervision is available and how readily?	Give details	

Any further information
Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

Level of Risk:
Please complete the level of risk posed by appointing/employing the individual in this role. Give reasons.
High Risk
Medium Risk
Low Risk
Can protective measures be put in place to render the risk low? Yes / No
Outline of the protective measures Risk Management Plan e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.



Risk Assessment completed by:

Signed (Chair)

Date:

Print Name (Chair)

Authorised by NTF Board of trustees
Is this person suitable to start work before the CRB is returned or to continue working under the conditions proposed above? Yes/No
Comments: (Reasons for decision)
Is this person given permission to access NTF information and attend meetings.
Yes
No
Comments: (Reasons for decision)

Risk Assessment Authorised by;

Signed (Chair/ Deputy Chair)

Date

Print Name (Chair/ Deputy Chair)

If authorised by Chair please retain this locally in a locked secure cabinet.

Where signed by a Deputy Chair please return a copy of the fully completed risk assessment to kitty@tremor.org.uk

