



ODYSSEY EDUCATION SERVICES

SAFER RECRUITMENT POLICY

Odyssey Education Services is Registered in England and Wales, company number 1162321, registered at 224 Venture House, Arlington Square, Downshire Way, Bracknell, RG12 1WA.

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This policy should be read in conjunction with other policies to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

These policies have been written to meet statutory and other requirements and in addition enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

This policy is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- All biological parents, whether they are married or not
- Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person is considered having the care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Odyssey House School are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

These policy documents are revised and published periodically in good faith. They are subject to revision. On occasions a significant revision may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

1. INTRODUCTION

The following guidelines have been drawn up to represent the good practice to be followed during the recruitment and selection process. The guidelines take account of equality of opportunity, relevant employment and safer recruitment legislation.

This policy is written in line with part three of *Keeping Children Safe in Education, September 2022*.

The requirements for each post may vary and therefore these guidelines allow for flexibility with the process, but establish a set of principles within which the process should operate.

As an independent school which is operated by proprietors all recruitment decisions are delegated to the Headteacher who may staff and organise the school in the manner that they see as most effective. Consultation with the owners of the school and the recognition of budget constraints and pupil numbers will affect decisions made on recruitment and retention.

2. PURPOSE

There are four key stages of safer recruitment at Odyssey House School. These are:

a. Discourage

This is about ensuring our commitment to safeguarding is strongly promoted in as many areas as possible during the various stages of recruitment e.g. on our website, promotional materials and recruitment literature. Our Safeguarding policy and procedures are highly visible on our website.

b. Reject

This is about putting robust safeguards in place throughout the recruitment process that will flag up candidates that may be unsuitable for working with children and rejecting them.

c. Prevent

This is about ensuring that we take up references and undertake all relevant pre-employment checks for shortlisted candidates. As an extra measure, we telephone all references for a verbal discussion and verification in addition to written statements.

d. Observe and supervise

This is about using the induction period (typically 6 months) to observe behaviours and attitudes of new staff. The induction process at OHS is broken down into small steps where every employee meets with their line manager for supervision at one week to one month intervals. Once the induction period is complete we implement a system of ongoing supervision and appraisal where staff are asked to declare that they do not have any concerns about safeguarding. We ensure that all staff understand the whistleblowing policy and are trained in all Safeguarding matters including Child Sexual Exploitation, Online Safety and Prevent. Safeguarding training is robust and ongoing. Staff use policy and procedure to support their day to day duties. The school has an ethos where safeguarding is prioritised and regularly discussed.

The principles laid out in these guidelines apply to the recruitment of all posts – teaching and non-teaching.

3. CREATING THE VACANCY

As soon as a post becomes vacant either through resignation or a new post is required, the Headteacher will consider the skills and experience of existing staff within the team and decide if the vacancy should go to an external advert or if it can be filled internally.

All permanent Senior Leadership positions will be advertised externally.

Barring exceptional circumstances, close relatives must not line manage each other.

Once a decision to advertise has been made the following factors should be considered:

Timescale: It is essential that time is allocated to ensure the process is followed.

- Date the new member of staff would be required from
- How long the vacancy will be advertised for
- How long to process the adverts
- Requirements of shortlisting
- Notification to candidates of interview dates and arrangements
- Opportunity to obtain written references
- Opportunity to undertake internet checks

Selection panel:

The panel should consist of a minimum of 2 panel members from:

- Headteacher
- Members of SLT
- HR
- Proprietor/chairman
- Members of the school governing body
- Teachers
- Teaching Assistants

At least one member of each panel is required to have adequate training in safer recruitment. All staff regularly involved in interviews have completed safer recruitment training within the previous 3 years.

4. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

The description of duties of the post should be drawn up by the appropriate line manager and Headteacher.

The job description should set out the main duties and responsibilities of the post and be an accurate reflection of what will be required in that post.

The job description should be written in a way that is easily understood, be free of jargon and non-discriminatory.

The person specification should contain qualification and experience requirements. It will be used as a basis for shortlisting and selecting candidates. Essential criteria are those that a candidate must have to undertake the duties of a post; desirable criteria are those which would help but which are not essential. Careful thought should be given to what is considered essential and what is considered desirable. Person Specifications should also make reference to safeguarding criteria.

5. ADVERTISING

Most vacancies will be advertised on the following sites:

- TES online
- Odyssey Education Services website
- Jobs Go Public
- Other advertising sources e.g. Greensheets

Some vacancies may be advertised internally e.g. for promoted posts.

Some advertisements may be placed with Recruitment Agencies who may have a stock of suitably qualified applicants in a pool. Evidence of vetting (incl. enhanced DBS details) is obtained from agencies before employment and ID is checked on arrival.

On request for details, all applicants will be sent (either by post or email) an information pack which includes an application form, job and person specification.

Applicants are asked to bring with them to interview proof of qualifications relevant to their post, two forms of photo ID and proof of address for checking and central register purposes. Applicants are also

asked to bring a birth certificate to confirm any name changes.

All adverts will send out a clear message that we are a safe recruitment establishment and are committed to the safeguarding of children and young people and that all posts will be subject to Enhanced DBS Security Checks.

All staff working with our students have an enhanced DBS. This includes volunteers. Due to the increased vulnerability of our students, our overall risk assessment deems this to be necessary.

Each short listed applicant will be sent a form for self-disclosure which must be signed by the candidate at the interview.

6. SELECTION FOR INTERVIEW

A shortlisting panel will consider the applications. The shortlisting panel should consist of the same members of staff who will be the panel at interview.

All applications should be considered against the criteria outlined in the person specification.

All applicants must complete the application form, which includes a personal statement, and CVs are not accepted.

Shortlisting decisions should be based on the information contained within the application. When shortlisting the following things should be considered:

- Have all sections of the application been filled out?
- Are there any gaps in employment history that have not been sufficiently explained?
- Are there any gaps between the end of formal education and the start of employment?
- Are there any queries about qualifications?
- If references are sought beforehand do these cross reference with the information on the application form?
- Has the applicant worked abroad and are referees available?

Shortlisting may be affected by the location of the candidate and their availability for interview e.g. if they are overseas.

All applicants should be informed whether they have been selected for an interview or not. For most roles, 3-4 candidates will be selected depending on responses. In some cases it may be appropriate to review applications upon receipt, however, the criteria above will still apply.

The invitation to interview will need to include the following information:

- A programme for the interview day
- Details of the date, time and venue
- Information candidates need to bring with them
- Notification of any tasks required – i.e. for presentations, demonstration lessons, etc
- Confirmation that references will be requested
- Confirmation that internet searches will be undertaken

7. INTERVIEWS

Interview questions will be agreed by the panel in advance. The same set of questions will be used for each

candidate to ensure equality and give a consistent framework.

Questions about safeguarding and the vulnerability of our students are asked to every candidate and an in depth discussion is held about their views to ensure these are compatible with the school and address issues in Keeping Children Safe in Education, September 2022.

Questions should be behaviour and competency based in order to gain insight into candidates' motivation for working with children; emotional maturity and resilience; values and ethics.

Time must be set aside during the interview to explore any areas for discussion from the application form and to clarify any misunderstandings and gaps in employment.

Interview questions will be scored against each other (and against a criteria) to ensure a fair outcome.

Some roles will require additional tasks such as presentations, teaching exercises or written tasks that are appropriate to the role. These are also scored against each other.

If for any reason the applicant has requested references are not sought prior to interview, the candidate may have a follow up discussion or interview to discuss the content of references post interview.

8. DECISIONS

There is a consistent scoring system used across the school for all roles. This enables the selection process to identify the most successful candidate. Notes should be taken by each panelist of the responses to the questions.

Panel members should record their assessments of each candidate – these records are kept for debrief and are filed with the successful candidate's paperwork.

Candidates will be told when to expect a decision to be made and arrangements made to inform them of the outcome. Every effort should be made to stick to the timings given.

The successful candidate will be informed first usually by a senior leader involved in the interview, and informally given a conditional offer of the position. At that time salary and terms and conditions may be discussed.

The Headteacher and HR Business Partner will decide the advertised salary range (according to our payscale) and the actual salary awarded.

All posts are offered subject to satisfactory references and a clear DBS.

If the candidate informally accepts then the recruitment process continues. If not then the next suitable candidate may be offered the position. If no further suitable candidates are available then the advert is reissued.

Unsuccessful candidates are informed of the outcome and feedback may be offered. Any documentation on unsuccessful candidates is shredded and disposed of in accordance with our GDPR policy and document retention schedule (ideally within 3 months).

9. REFERENCES

A letter and accompanied school reference proforma document will be sent to both named referees from the candidate's application.

References should be from the most recent employers.

Both references will be carefully scrutinised and cross checked with the information on the candidate's application form.

If there are any areas on the reference that need clarification a member of the interview panel will contact the referee to seek more detail.

Oral references will always be sought to verify written references as an additional measure.

Open references or oral references will not be accepted.

Standard references will not be accepted; at the very least a member of the panel will contact the referee to require further details. If the referee states that this is company policy the candidate will be asked to provide a third professional reference.

Any doubts or inconsistencies will be explored further with the referee and clarification sought.

References will only be accepted if they are on the school proforma document.

If the Headteacher is not satisfied with a particular reference they may ask the employee to provide another. They may also telephone the referee to discuss the reference given.

10. PRE-APPOINTMENT CHECKS

Once a candidate has verbally accepted an offer of a position the administration of the appointment continues through the HR department.

Offer letters will be conditional based on receipt of the following:

- 2 satisfactory references
- Identity checked
- Qualifications checked
- Eligibility to work in the UK
- Health and sickness / absence record checked
- Enhanced DBS including check against barred list (where appropriate)
- Prohibition orders
- Barred from management (where applicable)
- Verification of professional registration
- Medical declaration re. mental and physical fitness for work

These checks will be made clear to candidates at interview. Any offer of employment will be subject to satisfactory checks being received and verified. When the interview panel have decided who they would like to appoint to the post the successful candidate will be notified and sent a pack of documentation which they should complete and return promptly to allow any remaining pre-employment checks to take place. The HR Business Partner will oversee this process.

Before the conditional offer can be secured all of the above checks must have been carried out and satisfied. The conditional offer still remains until all DBS checks have been completed.

Following the pre-appointment checks and conditional confirmation of the job offer the following process must be followed:

- Offer letter sent out
- DBS checks applied for (and completed if possible)
- Overseas checks made (if applicable)
- Medical Questionnaire completed
- Bank details and staff details form completed for payroll
- Criminal record self-declaration form completed
- Online search completed

11. INDUCTION

A full 6 month induction programme will take place to assist the new member of staff to settle into OHS and learn all aspects of the role. The 'Day One Induction' should be delivered by a Senior Lead to all staff to ensure that everyone receives the same information. The day one induction includes information on safeguarding and how to report any concerns. During the first two weeks of employment, all candidates will be required to complete online safeguarding induction on the schools online training platform. As part of all induction processes the candidate will receive all school policies and training on safeguarding and welfare of children and young people.

12. AGENCY STAFF

All staff working through an agency should bring proof of Identity and address on their first day of work so that identity can be cross checked with the vetting information obtained prior to the agency worker starting.

Agencies are required to provide written confirmation of all recruitment checks prior to the candidate starting work at the school. No staff member will be agreed if they do not have or are undergoing a DBS check.

Agency staff are interviewed at school before placement is agreed for longer posts. This will include a trial in classrooms and feedback from the regular class team.

All agency staff will be given a set of guidelines and signposted to the information about safer working. There is an induction delivered to all agency staff on the first day to explain the essential information including safeguarding procedures and conduct. They are expected to follow all school procedures and policies and the guidelines outlined in Keeping Children Safe in Education, September 2022. A copy is given to each staff member along with Annex 1. Staff are expected to read and sign to say they understand this legislation and guidance.

13. VOLUNTEERS AND TEMPORARY STAFF (INCLUDING WORK EXPERIENCE)

All staff working as volunteers should bring proof of ID and address on their first day of work so that identity can be cross checked.

Volunteer and temporary staff are interviewed at school before placement is agreed.

An induction is given to all volunteers, students and temporary staff by a member of the Senior Leadership Team on the first day.

All volunteer staff and temporary staff are expected to follow all school procedures and policies and the guidelines outlined in the Keeping Children Safe in Education, September 2022. All staff will be given a set of guidelines and signposted to the information about safer working.

All volunteer and temporary staff will be supervised at all times.

14. CONTRACTORS

Students should not be allowed in areas where contractors are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. OHS will use regular contractors as often as possible and they will be supervised whilst on site. However, there are times (e.g. in an emergency) that an alternative contractor is used. The Headteacher will arrange for supervision of this contractor and students will not be left with them. Anyone entering school premises to undertake activities which are not classed as regulated will be required to verify their identity, providing documents such as a passport or driver's licence along with company ID.

The school will take all necessary precautions to ensure that the named individual is who they say they are.

15. SINGLE CENTRAL REGISTER

The school will keep a Central Record off all staff that provides confirmation that relevant checks have

been taken such as:

- Verification of Identity (Name/DOB/Address)
- Qualifications (Qualifications required to do the job and any professional registrations required e.g. QTS)
- Disclosure and Barring Service check (including Children's Barred List check)
- Barred from management checks (where applicable)
- Prohibition from Teaching Check (where applicable)
- Overseas Criminal Record Checks (where applicable)
- Professional references
- Right to work in the UK
- Medical questionnaire completed
- Confirmation of any agency checks if applicable
- Online search

This record will be kept by the HR Business Partner and overseen by the Headteacher and the CEO.

16. DISCLOSURE AND BARRING CERTIFICATE(S)

Employment is conditional upon the provision of a satisfactory Enhanced Disclosure and Barring Certificate. Employees will be required to consent prior to the start of employment to criminal record checks. We will carry out a new DBS check upon employment or undertake DBS update service checks. We will carry out a renewal DBS check during your employment as deemed appropriate by the School. In the event that this certificate is not supplied your employment with us will be terminated. Staff are requested to apply to the DBS update service on receipt of the new DBS certificate.

17. POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, we comply fully with the Disclosure and Barring Service Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply fully with our obligations under the Data Protection Act.

We maintain a record of all those to whom disclosures and disclosure information has been revealed and we recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary in order to allow for the consideration and resolution of any disputes or complaints. Where appropriate, the Disclosure and Barring Service will be consulted and full consideration will be given to the data protection and human rights of the individual.

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, we may keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment (or other relevant) decision taken.

18. RECRUITMENT OF EX-OFFENDERS

General notes:

- Odyssey House School will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. The school makes appointment decisions based on merit and ability. If an applicant has a criminal record, this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.
- All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.
- A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school.
- All applicants for all jobs are required to complete an ex-offenders declaration form.
- All appointed staff are made aware during the Induction Process of their obligation to inform the school of any cautions or convictions that arise subsequent to any checks.
- Odyssey House School will make a report to the Police and / or the DBS if:
 - it receives an application from a barred person
 - it is provided with false information in, or in support of an applicant's application
 - it has serious concerns about an applicant's suitability to work with children

Assessment criteria

- In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:
 - whether the conviction or other matter revealed is relevant to the position in question
 - the seriousness of any offence or other matter revealed

- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour
- other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

- If the post involves regular contact with or access to children, it is the school's policy to consider it an unacceptable risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or other serious offences including class A drug related offences, robbery, burglary, theft, deception or fraud.
- If the post involves access to money or budget responsibility, it is the school's normal policy to consider it an unacceptable risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- If the post involves driving responsibilities, it is the school's normal policy to consider it an unacceptable risk to employ anyone who has been convicted of drink driving or other equivalent driving offence within the last ten years.

Assessment procedure

- Where an applicant discloses conviction(s) before interview, interviewers must establish the facts during the interview and, if necessary or appropriate, arrange to investigate the matter further.
- Where conviction(s) are not disclosed prior to interview, the candidate will either be i) discounted or ii) called to a further interview at which the facts will be established. Subsequent to this, all of the risk factors must be evaluated before a position is offered or confirmed.
- If a DBS Certificate reveals any convictions, the person concerned will be invited to attend an interview with the Headteacher to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant will not commence employment.
- If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and wholly at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information with the DBS.
- In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or is obtained through a disclosure check, the school will carry out a risk assessment (see appendix 2 below) by reference to the criteria set out above. The risk assessment form must be signed off by the Headteacher before a position is offered or confirmed. The risk assessment form is to be permanently retained on the relevant staff file.

Online search checks

Paragraph 221 of [Keeping Children Safe in Education 2022](#) says:

In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

Odyssey House School acts in accordance with the above guidance.

In all cases of shortlisted candidates, whether external or internal, the school considers carrying out an online search of an individual's online social profile, in line with the requirements of [Keeping Children Safe in Education 2022](#). In submitting their application form, the candidate has formally agreed to the school undertaking an online search as it deems appropriate.

The school does not consider carrying out an online search of a long-listed candidate's online social profile, in line with the requirements of [Keeping Children Safe in Education 2022](#).

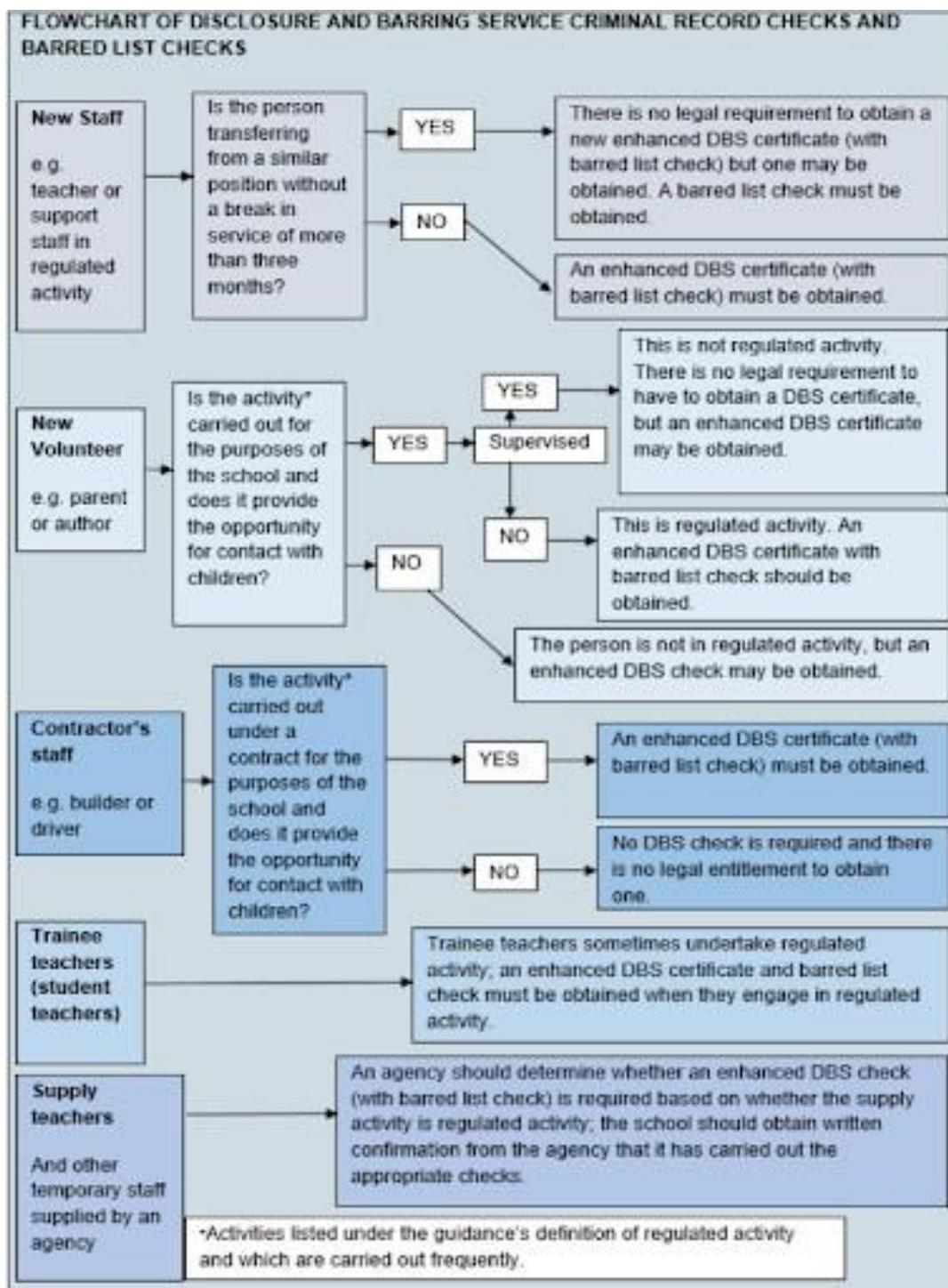
When the school considers an online search, a decision is normally made to undertake a search for all shortlisted candidates:

- Where concerns are identified in the candidate's application, communication, interview or references, or from another relevant source
- For any post of SLT standing or equivalent
- For any DSL or Deputy DSL post
- For any post directly involving duties with boarding / residential students

We will always conduct an online search for any candidate (internal or external) offered any post of employment in the school. Offers of employment can be made, but candidates should be aware that confirmation of employment will be subject to satisfactory completion of this check.

The search will be carried out by the school. The school does not give a candidate prior notification of a decision to carry out an online search.

All candidates are made aware of the school's duty to consider an online search via the job advert and job description and if requested we may share the school's Safer Recruitment Policy, either as a separate document, or within the school's [Safeguarding Policy](#) and the school's [Electronic Communications and Use of Social Media Policy](#).

Appendix 1: DBS check flow chart

Appendix 2: Risk assessment process for consideration of employment of ex-offenders

Risk Assessment for Recruitment of Ex-Offenders			
Name of applicant:			
Name of person responsible for processing this Risk Assessment:			
Date of Risk Assessment:			
	Event	Action	Profile
1	An applicant volunteers information on a former offence	<p>Confirm this information via relevant check(s). Log the details in the “Profile” cell (right).</p> <p>Consider line 2, or go to the EV lines below.</p>	
2	Ignoring the issue of the previous offence [ref Line 1 above], the candidate would be seriously considered for appointment	<p>Cross-check the volunteered information against the DBS report, and detail the correspondence (or otherwise) of the accounts in the “Profile” cell (right).</p> <p>Go to line 3.</p>	
3	An applicant’s name appears on a barred list. OR An applicant’s DBS shows up a previous offence which had not been declared by him/her, and he/she admits trying to conceal the offence. OR The school has serious concerns about an	<p>If any of this line applies, the application is discarded.</p> <p>Consider referring the case to the police / DBS; record these deliberations and their</p>	

	applicant's suitability to work with children.	outcome. Referral is the usual outcome in these cases. Log the details in the "Profile" cell (right). If none of this line applies, go to line 4.	
4	An applicant's DBS shows up a previous offence which had not been declared by him/her, but there is a fully justified and evidenced explanation of the non-declaration.	Log the details in the "Profile" cell (right). Go to the EV lines below If there is a dispute with the DBS, go to line 5.	
5	An applicant's DBS shows up a previous offence which had not been	EITHER discard the application and then	

	<p>declared by him/her, he/she disputes the DBS record and is to dispute it with DBS.</p>	<p>record the decision and its rationale in the “Profile” cell (right).</p> <p>OR as a matter of absolute discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information with the DBS and then, if appropriate, go to Line 4. Log the details in the “Profile” cell (right).</p>	
6	Complete, review and annotate the EV “Profile” cells below.		
7	<p>Assess the risk posed by the applicant, as follows:</p> <ul style="list-style-type: none"> against each criterion, use the following evaluation categories: <ul style="list-style-type: none"> High: there is an expectation that the offence concerned may be repeated OR the nature of the offence concerned poses an unacceptable risk within the school Medium: while there is not a specific expectation that the offence concerned may be repeated, there is a concern that the school should not engage in the potential risk presented Low: the risk with the applicant involved is not substantively different from the risk from other (non-involved) applicants Where a “High” or “Medium” risk is identified in any area of the assessment, then the application must be discarded and due (and recorded) consideration must be given to referral(s). Where all areas of the assessment identify a “Low” risk as defined, the application should be processed in the usual way, which may or may not result in appointment. If an assessed “Low” risk applicant is appointed, the risk must be formally reviewed (and recorded on file) annually for the first five years after appointment. 		
EV	Evaluation process (complete each relevant “Profile” cell)		Profile (include your assessment of High / Medium / Low Risk)
EVA	Is the conviction or other matter revealed relevant to the position in question?	(complete the “Profile” cell right)	High / Medium / Low
EVB	What is the seriousness of any offence or other	(complete the “Profile” cell	High / Medium / Low

	matter revealed?	right)	
EVC	What is the length of time since the offence or other matter occurred, and what is the implication of that length of time?	(complete the “Profile” cell right)	High / Medium / Low
EVD	Is there any indication that the applicant has a pattern of offending behaviour or other relevant matters?	(complete the “Profile” cell right)	High / Medium / Low
EVE	Have the applicant's circumstances changed since the offending behaviour or other relevant matters in a way that impacts on the recruitment deliberation?	(complete the “Profile” cell right)	High / Medium / Low
EVF	What were the circumstances surrounding the offence or incident,	(complete the “Profile” cell right)	High / Medium / Low

	and what explanation(s) has the applicant offered?		
EVG	Does the post involve regular access to and/or contact with children where there is a relevant offence?	(complete the “Profile” cell right)	High / Medium / Low
EVH	Does the post involve access to money or budget responsibility where there is a relevant offence?	(complete the “Profile” cell right)	High / Medium / Low
EVI	Does the post involve driving responsibilities where there is a relevant offence?	(complete the “Profile” cell right)	High / Medium / Low