

Criminal Record Checks Policy

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Contents

1. Purpose.....	1
2. Types of Criminal Record Checks:	2
England/Wales	2
Scotland	3
North Ireland.....	4
Colleagues/Board Members/Volunteers/Activists working in UK, who are from outside of the UK	5
3. Completing Criminal Record Checks at AIUK	7
4. When to request a Criminal Record Check	8
5. Who should process a Criminal Record Check	8
6. Procedure for completing a Criminal Record Check.....	9
7. Process for responding to a positive disclosure	10
8. Making a referral.....	12
9. Confidentiality, storage and access.....	12
10. Useful contact details	13
11. Related policies, procedures, processes, guidelines and other resources	13
Appendix 1 – Amnesty International UK Safer Recruitment Criminal record check Risk Assessment Pro-Forma – Colleagues and Office & Bookshop Volunteers.....	14
Appendix 2 – Amnesty International UK Safer Recruitment Criminal record check Risk Assessment Pro-Forma – Activists & Board Members	18

1. Purpose

We aim to ensure that individuals under 18 and adults-at-risk who engage with Amnesty International UK (AIUK) receive the protection and support they need and that we comply with our legal obligations.

The policy aims to provide clear guidance to AIUK colleagues, the trust and section board members, lead activists and volunteers where there may be a requirement for a safeguarding criminal record check. It outlines who processes them and how these checks are processed for a colleague, volunteer, or lead activist. It also provides guidance on who has access to the details of safeguarding criminal record checks and how AIUK responds to positive disclosures.

The purpose of the policy is to support AIUK to make safer recruitment decisions to prevent unsuitable individuals from holding positions of trust working with vulnerable groups. AIUK requests and uses safeguarding criminal record checks to make safer recruitment decisions as a preventative measure that is a part of our wider

safeguarding practices. Our safeguarding practices ensure that AIUK protects and support the individual's under 18 and adults-at-risk who engage with us.

This policy must be followed by all members of AIUK who have recruitment or supervisory responsibilities for colleagues, board members, volunteers, or Lead Activists.

An adult-at-risk is defined by the Care Act 2014 as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

2. Types of Criminal Record Checks:

There are different types of checks in England/Wales, Scotland and Northern Ireland, and for those who have lived/are living not in the UK.

England/Wales

Basic Level DBS certificate - will contain details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.

- Anyone can get with the individual's consent – but should only be asked for by AIUK when the role includes some (but not regular) engagement with under 18s or adults-at-risk, or there is another responsibility that would justify a Basic check, e.g. in charge of finances.

Standard level DBS certificate- will details of all spent and unspent convictions, cautions, reprimands, and final warnings held on central police records (apart from protected convictions and cautions).

- Positions in the financial sector that are regulated by the Financial Conduct Authority, the Prudential Regulatory Authority or the Bank of England, or organisations acting on their behalf.
- Director-level individuals of organisations bidding for public contracts, when requested by the contracting organisation.

Enhanced level DBS certificate - the same as the standard check plus any additional information held on local police records that is reasonably considered relevant to the job in question.

- Individuals who carry out regulated activity with individuals under 18 where the work is done infrequently (but more than once)

Enhanced level DBS certificate with Barred lists - will include a check of one or both of the Barred Lists that DBS manages and maintains.

- Individuals who provide teaching, training, or instruction to individuals under 18 on more than 3 days in a 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the individuals under 18, except where:
 - the recruiting organisation decides the individual is sufficiently supervised in line with DfE statutory guidance and they are not a paid member of staff in a specified establishment; or
 - this is provided and designed for adults, so the presence of a child is unexpected, i.e., an adult attends a night class and brings their child with them; or
 - these activities are being provided to 16- and 17-year-olds in work (including voluntary work)
- Individuals who Moderate a web service wholly or mainly for individuals under 18 for more than 3 out of 30 days. They must also: –
 - be able to access and remove content or prevent it from being published
 - control who uses the service
 - have contact with the individuals under 18 using the service
- Individuals who provide advice or guidance wholly or mainly to individuals under 18 and this specifically relates to their emotional, educational, or physical well-being on more than 3 days in a 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the individuals under 18, except where:
 - these activities are being provided to 16- and 17-year-olds in work (including voluntary work).

Scotland

Basic - includes information on any 'unspent' convictions the person has. Disclosure Scotland doesn't monitor people with basic disclosure, so the certificate is only valid when it's created and not for a specific length of time.

Standard - is for specific roles such as solicitors, accountants or providing a care service.

A standard disclosure shows criminal history information from UK records, including:

- unspent convictions
- relevant spent convictions
- unspent cautions
- information from the Sex Offenders Register
- The certificate will show if there are no convictions to disclose.

Enhanced - applies to specific roles such as checking people are suitable for adoption, or applying for certain gaming or lottery licences.

An enhanced disclosure includes:

- unspent convictions
- relevant spent convictions
- unspent cautions
- inclusion on children's or adult's lists (if it's relevant to the job)
- other relevant information held by the police
- information from the Sex Offenders Register

PVG Scheme - The PVG Scheme is for people doing 'regulated work' with individuals under 18 and protected adults. A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant. Disclosure Scotland continually monitor PVG scheme members' records for vetting information including criminal convictions that may affect their suitability to work with vulnerable groups.

The PVG scheme does not apply to all jobs and volunteering. It only applies to 'regulated work'. There are 2 types of regulated work – work with individuals under 18 and work with protected adults. Examples include:

- jobs with caring responsibilities
- teaching or supervising individuals under 18 or protected adults
- providing personal services to individuals under 18 or protected adults
- working directly with individuals under 18 or protected adults

If you join the PVG scheme, you'll get a PVG disclosure. There are 4 types of PVG disclosure:

- Scheme Record - people who want to join the PVG scheme to do regulated work for an organisation.
- Existing Scheme Record - PVG members who want to apply to work with a new vulnerable group (for example if you're currently a member for individuals under 18 only but are applying to work with protected adults for the first time).
- Scheme Record Update (also known as a Short Scheme Record) - PVG members joining a new organisation but still working with the same vulnerable group.
- Scheme Membership Statement - PVG members joining a new organisation but still working with the same vulnerable group.

The type of PVG disclosure you need depends on:

- what you need it for
- whether you're already a member of the PVG scheme
- which group(s) you're a member of

North Ireland

Basic - A basic AccessNI check has all unspent convictions or will state that no convictions were found.

Anyone can apply for a basic check. An employer can ask all job applicants to apply for a basic check during the recruitment process.

Standard - A standard check discloses an individual's criminal record, giving:

- spent and unspent convictions
- informed warnings and other non-court disposals from the Police National Computer

Some old and minor convictions and non-court disposals on a criminal record may not be disclosed. Fixed penalty tickets and parking fines aren't included in a standard check.

Standard checks are only available where the position or role in question is exempt from the Rehabilitation of Offenders (NI) Order 1978. They are not suitable for roles working with individuals under 18 or vulnerable adults.

Enhanced – An enhanced check discloses an individual's full criminal record, giving:

- spent and unspent convictions from the Police National Computer
- cautions, informed warnings and other non-court disposals from the Police National Computer
- information held by the Disclosure and Barring Service (for positions in regulated activity)
- information held by the police that is relevant to the role applied for

Some old and minor convictions and non-court disposals on a criminal record may be filtered. Fixed penalty tickets or parking fines aren't included in an enhanced check.

Enhanced checks are normally required where the applicant will work or volunteer in a role providing services to or having close and regular supervision of individuals under 18 or vulnerable adults.

Colleagues/Board Members/Volunteers/Activists working in UK, who are from outside of the UK

If the individual has lived abroad for a period of 3 months in the last 5 years we may need to do additional checks to the UK based ones. 3 months is generally the time you can be in a country without having a visa to remain for longer and is therefore the time frame we are using. The Police National Computer (PNC) in the UK only records convictions and offences that occurred in the UK, not overseas, this means that UK checks are not able to gain access to an individual's criminal records for the time spent overseas. Therefore, if an individual we need to check has only just set up residence in the UK or they have moved back after a period of absence, then we need to follow the guidelines on the DBS website for the relevant country to obtain a criminal record check from that country.

Details of how to obtain such a check from the relevant authorities abroad are available on GOV.UK. If the country concerned is not listed, please contact the relevant embassy or consulate for further details.

When an EU national is from of the below countries and is working in Scotland, Disclosure Scotland checks their criminal history information held in the UK, as well as from your country of nationality, if their nationality is one of the following:

- Germany
- Lithuania
- Netherlands
- Portugal
- Romania
- Hungary
- Greece
- France
- Ireland
- Italy
- Spain
- Poland

It is not always possible to obtain a certificate from countries that do not have functioning criminal record regimes, refuse to provide these to anyone other than their own citizens, or requesting one may pose a significant risk to the individual it's about. This may become an issue when someone has lived abroad, for over 3 months in the last 5 years or has been travelling. In these cases, AIUK will need to...

- Obtain as much information as possible in form of references before deciding whether to make an offer of employment.
- Clearly log the evidence and justification as to why it has not been possible to obtain the criminal record certificate.
- Have the individual sign a declaration stating they have no criminal convictions.

International Child Protection Certificate (ICPC) for projects run by AIUK overseas

The National Crime Agency (NCA) and ACRO Criminal Records Office developed the International Child Protection Certificate (ICPC) to help protect individuals under 18 from offenders who travel overseas to abuse vulnerable individuals under 18 through employment, volunteering and charity work.

We may need to get an ICPC if:

- The individual is a UK national who has lived in the UK and wants to work with individuals under 18
- The individual already volunteers with individuals under 18 abroad

The ICPC is a criminal record check against police and intelligence databases in the UK that would reveal any convictions or reasons why someone should not work with individuals under 18. It is similar to the DBS (Disclosure and Barring Service) check that is available in England and Wales.

The certificate contains a complete conviction history, as recorded on police central records, including "spent" and "unspent" convictions. Additionally, the certificate contains criminal conviction information about offences committed in other foreign countries where such information has been disclosed to the UK through existing exchange mechanisms.

AIUK may need to consider these for projects which are happening abroad. When it is a project funded but not run by AIUK, the section running the project needs to evidence how criminal record checks or checks that provide the equivalent levels of assurance are completed.

3. Completing Criminal Record Checks at AIUK

All individuals who hold a role as AIUK that includes the following regulated activity at any point will be required to have *an enhanced (with barring)* criminal record check prior to the individual commencing the role:

- Supervising individuals under 18 overnight (specifically between 02:00 and 06:00)
- Regular (3 times in 30 days) unsupervised contact with any individuals under 18 and/or adults-at-risk (these can be different individuals across that period)

This requirement applies to any individual delivering these activities in their role, whether the role is paid or voluntary, and whether the activities are a part of the individual's substantive role or a supporting role that is in addition to their substantive role.

Examples of roles at AIUK where Enhanced checks are needed:

- Education Officer's
- Community Organiser's
- Activists in the Children Human Rights Network

For roles where it is part of an individual's role to regularly help at events and on occasion support at overnight stays for under 18's, an enhanced (with barring) check will need to be completed.

*Examples at AIUK where checks likely **won't** be needed:*

- At AIUK charity bookshops, if there is a 16–17-year-old volunteering, as this is a voluntary role, a criminal record check would not be required.
- With the AIUK Boards, if there is a 16-17-year-old board member, other board members do not require a criminal record check, but for due diligence we will request basic checks for all members.
- For individuals engaging with individuals under 18 but always in a supervised capacity, for example projects in schools where a teacher should always be present, it is likely a criminal record check will not be needed. But if there is a question on if a role meets threshold further discussion can be had with the Safeguarding Manager.

An enhanced safeguarding criminal record check can **only** be requested when it is required for certain activity. It is not permissible to request an enhanced or enhanced (with barring) check where there is not activity within the role that is eligible.

On occasions where an enhanced check is not required, colleagues, board members volunteers and/or lead activists may be asked to complete a basic criminal record check.

4. When to request a Criminal Record Check

Substantive Roles:

All paid and voluntary roles which require a criminal record check must clearly state this in both the job/role description and any advertisement for the role.

Checks should be undertaken as part of the recruitment process, they must be completed prior to the individual commencing the role and to be used to make a safer recruitment decision about the individual's suitability for the position.

Supporting Roles:

If AIUK requires support from individuals (colleagues, volunteers, activists etc) to undertake a regulated activity that is in addition to their substantive role, we will request criminal record checks to be in place prior to the individual commencing the support. The criminal record check is to be used to make a safer recruitment decision about that individual's suitability for the additional supporting role.

Temporary Roles:

If there is a colleague, volunteer or activist taking on a temporary/short-term role, for example a freelancer for a specific project, whether they need a criminal record check will depend on their role in the same way a permanent individual would. If there are questions about their role a discussion can be had with the safeguarding manager to assess what is required.

Subsequent Checks:

Criminal record checks should be renewed or checked every three years or where we become aware of new information. AIUK reserve the right to carry out repeat checks in line with safer recruitment guidelines. Colleagues, board members, volunteers and lead activists have a responsibility to inform the organisation of any information that is likely to impact their disclosure status and their ability to work in regulated activity.

Where individuals have joined the update service, they will need to pay for this annually and it can be expensed when the charge is due. Due to annual payment, with consent checks can be carried out by the colleagues responsible for doing the checks at the time the charge is paid. Checks should still happen at a minimum of every three years, but by using this service, with consent from the individual checks can happen at the time of the annual payment.

5. Who should process a Criminal Record Check

Who processes a criminal record check is dependent on the role:

Colleagues or volunteers (for book shops or in office): checks will be managed through the People Team, who will raise the request through AIUK'S criminal record checks provider.

AIUK Trust and Section Board members: checks will be managed by the Company Secretary, who will raise requests through AIUK'S criminal record checks provider.

Activists (performing a role for a colleagues led project/program): checks will be managed by the relevant colleagues who work with the activists, e.g. the Community Organising Team or Human Rights Education Team, who will raise the request through AIUK'S criminal record checks provider.

6. Procedure for completing a Criminal Record Check

For those individuals whose role requires a criminal record check, the colleagues responsible will start the process by initially informing the individual that the check is required and clarifying the following information:

- Do they have an existing criminal record check which is linked to the PVG Scheme (Scotland) or DBS update service (England & Wales)? What level of check was done?
- Have they lived (been based with an address) abroad for more than 3 months in the last 5 years? If so, they need to share where.
- Do they have an in-date UK passport and full driving license? And if so, are they happy for the ID check to be completed virtually through Verifile, our Identity checking service provider?

For those who do already hold an existing check, if their existing certificate is for the appropriate level of check and is valid for the right workforce (I.e. individuals under-18 or adults) and is subscribed to the DBS Update Service (England and Wales) or they are a current member of the Protecting Vulnerable Persons (PVG) Scheme (Scotland). Then with the individuals consent the check can be made through the relevant government body. As part of this AIUK will need to see the original certificate and confirm that it matches the individual's identity.

If the individual requires a new check to be processed, then this should be completed through the criminal record check service AIUK use by the relevant team.

The colleague will add details to the service provider and then inform the individual that this has been done and ask that they to do their part of filling in information.

If the individual confirmed they have an in-date UK passport and full driving license, then with the individuals consent the ID check can be done virtually, if they do not then the individual needs to arrange to meet the colleague in person to complete the checks.

When the employee has received their certificate, they should join the update service and can expense this annually.

For colleagues, the People Team should then update People Hub with the date of the certificate (or the date the update service was reviewed) and an annual reminder

added for the update service to be renewed (if the person has joined) and a reminder that in 2 years 10 months a new check needs to be carried out. For activists this information should be added to MASCOT, and then same rule applies. For board members, the information should be recorded with the other records held about board members by the Head of Governance. Board Members and Trustees have a tenure of 3 years which can be extended at the end for another 3 years, this means they will have to repeat the check if/when then get extended.

The colleagues responsible has to keep adequate records of the date of any criminal record check taking place, and to redo the criminal record check at a minimum of every 3 years, it can be done every year when on the update service at the time the annual fee is paid, whilst the individual is performing a relevant role for AIUK.

Using the DBS update service

- If an individual is signed up for the update service, you should follow this link - <https://secure.crbonline.gov.uk/crsc/check?execution=e2s1>
- The individual should have given permission for this check to be completed, when they do this they should share, the certificate number, full name, and date of birth
- This should then be recorded as completed as of the day the check is done.

The individual being checked has a responsibility to update AIUK if a crime is committed during the period between criminal record checks being completed.

During the period whilst a criminal record check is being completed, the individual being checked should not be engaging in any regulated activity, for example they should not be left alone supervising an individual under 18.

7. Process for responding to a positive disclosure

A positive disclosure is a certificate that shows cautions, warnings or convictions. They may show spent and unspent convictions. Enhanced checks will also show information that a police force feels is relevant to disclose based on the nature of the job and the individual will be employed to do.

On occasion, someone who does not require a criminal record check will disclose a conviction. On these occasions a risk assessment following the same process below will be needed. Refer to the AIUK [Recruitment & Selection Policy](#) for more details.

Having a positive disclosure will not necessarily prevent an individual from working with individual's under-18 or adults-at-risk, unless the disclosure specifically states that the individual is barred from working with individuals under 18 and/or adults-at-risk.

Where a criminal record check contains a positive disclosure, the individual will be offered the opportunity to discuss the content of the disclosure with the relevant specific colleague.

- Colleagues and office and bookshop volunteers – The People Team
- Educators – Education Officer (Youth and Schools)
- Activists – Community Organiser Manager
- Board members – Head of Governance

The individual will be required to bring the original copy of the certificate to the meeting which will take place within one month of receipt of the certificate either face to face or via video link.

During the interview, AIUK Safer Recruitment Criminal record checks Risk Assessment (see Appendix 1-2) will be used to facilitate the discussion. The completed risk assessment will be used to determine if the individual is able to undertake the activity or role for which the check was required, or if other adjustments will be needed.

The panel will be convened as follows:

Colleagues and Office & Bookshop Volunteers:

- The Safeguarding Manager (or deputy)
- One member of the People Team

If the panel are unsure and need further guidance or advice, they may speak to the relevant department Director.

Educators:

- The Safeguarding Manager (or deputy)
- Education Officer (or manager)

Activists:

- The Safeguarding Manager (or deputy)
- Community Organising Manger

Board members

- The Safeguarding Manager (or deputy)
- Head of Governance

Note: Each member of the panel can represent one role only.

The Panel will review the information in the Risk Assessment, decide if the individual is able to undertake the activity or role. They will inform the colleague managing the process. All documentation will be securely held in either the People Team files (colleagues or volunteers) or the secure Safeguarding files (Educators and Activists). Specific details of convictions will only be shared with relevant colleagues as needed.

If the results of a criminal record check impacts on the individual's ability to undertake their substantive role then they will not be eligible for this role. This will be

conveyed to them in an appropriate manner by the colleagues who work with Activists and Educators and through the Human Resources Recruitment processes for paid colleagues and volunteers.

If the individual does not participate in the interview process within a reasonable time frame, they will not be eligible for the role. This will be conveyed to them in an appropriate manner by the colleagues who work with Activists and Educators and through the Human Resources Recruitment processes for colleagues and volunteers.

8. Making a referral

If an individual has committed an offence whilst having a regulated activity role at AIUK, a referral to the appropriate service may be required.

Referring to the DBS:

The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a legal duty on employers and personnel suppliers to refer any person who has:

- harmed or poses a risk of harm to a child or vulnerable adult
- satisfied the [harm test](#)
- received a caution or conviction for a relevant offence

You can find out more about how to make the referral to the DBS [here](#).

If the individual lives in Northern Ireland you should also follow the DBS process for referring.

Referring to Disclosure Scotland:

Employers must make a referral if a person shows harmful behaviour and they're:

- dismissed as a result
- would or might have been dismissed but left before they could be
- permanently moved away from work with individual's under-18 or protected adults

If any of these actions were taken, the employer must make a referral to Disclosure Scotland within 3 months of making the decision.

You can find out more about how to make a referral to Disclosure Scotland [here](#).

9. Confidentiality, storage and access

We comply fully with the DBS Code of Practice on the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information and the Data Protection Act 2018.

We comply fully with the principles of confidentiality and only share information with individuals involved in the decision-making process on a need-to-know basis.

We do not retain copies of certificates and only keep information that enables us to demonstrate that we have followed the correct processes in line with published guidance on processing criminal record checks. For colleagues this includes this includes saving the final report from Verifile to colleague's personnel files.

Who can request details of criminal record checks?

Disclosure information is only used for the purpose it was requested for and the specific details are restricted to those involved in managing the requests and the Panel as appropriate.

The People Team will hold a record for all colleagues who have a criminal record check and can supply that information to colleagues who are leading an event or activity involving regulated activity.

AIUK will be able to provide information about activists who have an enhanced criminal record check and will supply that information to colleagues or other activists with the consent of the individual concerned.

10. Useful contact details

Safeguarding Manager

Charis Belcher

Charis.belcher@amnesty.org.uk / safeguarding@amnesty.org.uk

People & Culture Director

David Prince

David.prince@amnesty.org.uk

People Team – for support with completing a criminal record check

Peopleteam@amnesty.org.uk

11. Related policies, procedures, processes, guidelines and other resources

This procedure is driven by the following policies and supported by the following processes, in order to enable our colleagues to carry out this procedure:

- [Safeguarding policy](#)
- [Safeguarding procedure](#)
- [Recruitment and Selection policy](#)
- [Privacy Notices](#)

Appendix 1 – Amnesty International UK Safer Recruitment Criminal record check Risk Assessment Pro-Forma – Colleagues and Office & Bookshop Volunteers

Name of Individual:				Date of Birth:		Address:		
Does the DBS check relate to a substantive role or voluntary activity as a colleagues?				Details:				
Post Applied for:				Organisation:				
Safeguarding Team Member:				Signed:		Date:		
Human Resources Representative:				Signed:		Date:		
Decision (please tick as applicable)		+Employ with adjustments to role (give details e.g. supervision, monitoring arrangements et.)						
Substantive Role								
Employ	<input type="checkbox"/>	Do not employ	<input type="checkbox"/>					
Suspend	<input type="checkbox"/>	Allocate to other work	<input type="checkbox"/>					
Voluntary additional activity								
Allow	<input type="checkbox"/>	Deny	<input type="checkbox"/>					
Discussed with individual (insert date):								

Questions to consider	Possible Responses	Answer	Comments – please complete as fully as possible to inform risk assessment
<p>Do the criminal record checks listing bar the appointment?</p> <p>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.</p>	<p>Yes* refer to LADO (or equivalent) immediately.</p> <p>No</p>		

<p>Did the applicant declare the conviction/caution themselves when completing form?</p> <p>If they didn't declare the conviction/caution is there a reasonable reason why not. Hiding a conviction is concerning</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>Are you satisfied with the candidate's/employee's/volunteer's explanation of the circumstances of the offence?</p> <p>All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances.</p>	<p><u>Yes</u></p> <p><u>Unsure</u></p> <p><u>No</u></p>		
<p>How serious do you consider the offence to be?</p>	<p><u>Major</u></p> <p><u>Moderate</u></p> <p><u>Minor</u></p>		
<p>Did the offence occur recently?</p> <p>For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent.</p>	<p><u>Within last:</u></p> <ul style="list-style-type: none"> - <u>Year</u> - <u>3 years</u> - <u>10 years</u> - <u>Older</u> 		
<p>At what age were the offences committed?</p> <p>Was the offence committed as an adult, or as a child or young person? Offences that took place years ago may have less relevance now with the exception of serious violent or sexual offences.</p>	<p><u>State Age</u></p>		
<p>What age is the applicant now?</p>	<p><u>State Age</u></p>		
<p>Does the disclosure show a pattern of behaviour, or was the offence a one-off?</p> <p>Repeated offences may indicate that the individual has not been able to change his/her offending behaviour and may be more likely to re-offend.</p>	<p><u>One-off</u></p> <p><u>Repeat – frequent.</u></p> <p><u>Repeat – infrequent</u></p>		

<p>Have the circumstances that contributed to the applicant committing the offence or behave in such a manner changed for the better?</p> <p>Look at all the circumstances, including the employment pattern and the individual's own explanation.</p>	<p><u>Yes</u></p> <p><u>No</u></p> <p><u>Maybe</u></p>		
<p>Did the applicant disclose any conviction, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as part of the application process/at interview/ or during their employment?</p> <p>Note that a failure to disclose a relevant offence, without a satisfactory reason, will be a breach of contract and render any employment offer void or where the individual is an employee lead to disciplinary action which could lead to their dismissal.</p>	<p><u>Yes</u></p> <p><u>No – no valid reason</u></p> <p><u>No – but has valid reason</u></p>		
<p>Are there any concerns in regard to the employee's motivations for working with individuals under 18 or adults-at-risk?</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>Is there any evidence in regard to any inability to manage conflict or cope with challenging behaviour?</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>Were any gaps in employment identified and were these cause for concern?</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>Were both employer references satisfactory and at least one reference verified by telephone?</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>Does the post involve responsibility for finance, items of value or other high-risk areas?</p> <p>This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.</p>	<p><u>High</u></p> <p><u>Moderate</u></p> <p><u>Low</u></p>		
<p>Does the role allow the opportunity to re-offend?</p> <p>Consider the nature of the post in relation to the disclosed offence(s).</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>What level of management supervision will the person receive?</p> <p>What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?</p>	<p><u>High</u></p> <p><u>Moderate</u></p> <p><u>Low</u></p>		
<p>What mechanisms are in place to track the individual's progress?</p> <p>A review requirement allows for the possibility of the person moving to a role they are not currently safe for, or moving into a 'safer' role or dismissed if there is a deterioration.</p>	<p><u>Adequate</u></p> <p><u>Inadequate</u></p>		

FURTHER COMMENTS/ OVERALL SUMMARY

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Please ensure your final decision is recorded on the front page of this document and signed by the relevant parties.

This risk assessment should be retained confidentially on the employee or volunteer's personal file.

Appendix 2 – Amnesty International UK Safer Recruitment Criminal record check Risk Assessment Pro-Forma – Activists & Board Members

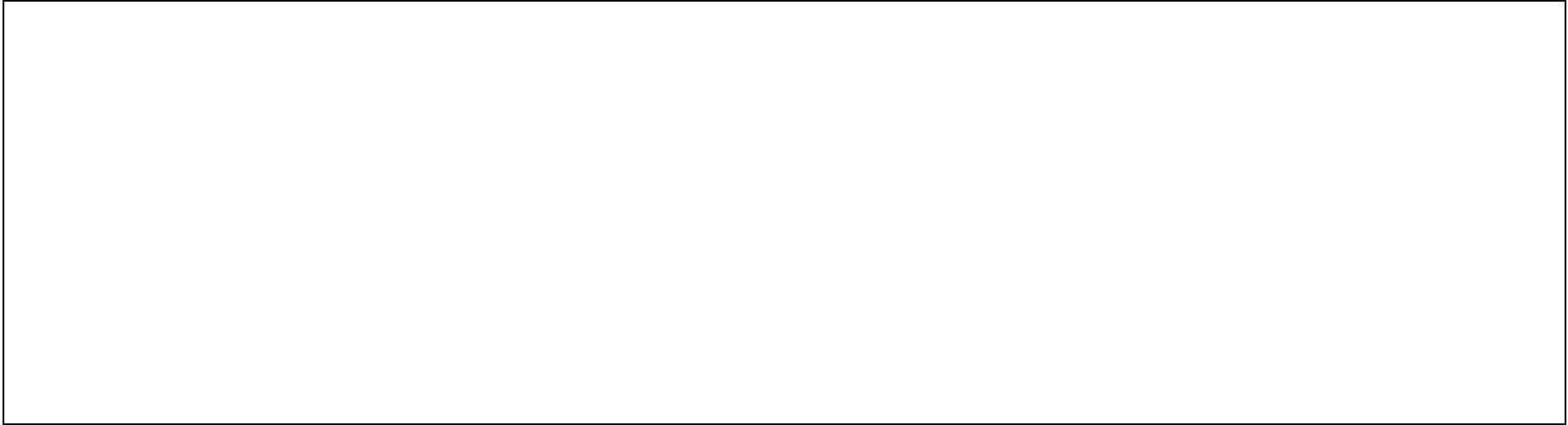
Name of Individual:			Date of Birth:		Address:	
Does the DBS check relate to a substantive role or voluntary activity as a colleague?			Details:			
Post Applied for:			Organisation:			
Safeguarding Team Member:			Signed:			Date:
CORE team member:			Signed:			Date:
Decision (please tick as applicable)		+Employ with adjustments to role (give details e.g. supervision, monitoring arrangements et.)				
Allow	<input type="checkbox"/>	Deny	<input type="checkbox"/>			
Discussed with individual (insert date):						

Questions to consider	Possible Responses	Answer	Comments – please complete as fully as possible to inform risk assessment
<p>Do the criminal record checks listing bar the appointment?</p> <p>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.</p>	<p><u>Yes</u>* refer to LADO (or equivalent) immediately.</p> <p><u>No</u></p>		
<p>Did the applicant declare the conviction/caution themselves when completing form?</p> <p>If they didn't declare the conviction/caution is there a reasonable reason why not. Hiding a conviction is concerning</p>	<p><u>Yes</u></p> <p><u>No</u></p>		
<p>Are you satisfied with the candidate's/employee's/volunteer's explanation of the circumstances of the offence?</p> <p>All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances.</p>	<p><u>Yes</u></p> <p><u>Unsure</u></p> <p><u>No</u></p>		

<p>How serious do you consider the offence to be?</p>	<p><u>Major</u></p> <p><u>Moderate</u></p> <p><u>Minor</u></p>		
<p>Did the offence occur recently?</p> <p>For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent.</p>	<p><u>Within last:</u></p> <ul style="list-style-type: none"> - <u>Year</u> - <u>3 years</u> - <u>10 years</u> - <u>Older</u> 		
<p>At what age were the offences committed?</p> <p>Was the offence committed as an adult, or as a child or young person? Offences that took place years ago may have less relevance now with the exception of serious violent or sexual offences.</p>	<p><u>State Age</u></p>		
<p>What age is the applicant now?</p>	<p><u>State Age</u></p>		
<p>Does the disclosure show a pattern of behaviour, or was the offence a one-off?</p> <p>Repeated offences may indicate that the individual has not been able to change his/her offending behaviour and may be more likely to re-offend.</p>	<p><u>One-off</u></p> <p><u>Repeat – frequent.</u></p> <p><u>Repeat – infrequent</u></p>		
<p>Have the circumstances that contributed to the applicant committing the offence or behave in such a manner changed for the better?</p> <p>Look at all the circumstances, including the employment pattern and the individual's own explanation.</p>	<p><u>Yes</u></p> <p><u>No</u></p> <p><u>Maybe</u></p>		
<p>Did the applicant disclose any conviction, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as part of the application process/at interview/ or during their employment?</p>	<p><u>Yes</u></p> <p><u>No – no valid reason</u></p> <p><u>No – but has valid reason</u></p>		

Note that a failure to disclose a relevant offence, without a satisfactory reason, will be a breach of contract and render any employment offer void or where the individual is an employee lead to disciplinary action which could lead to their dismissal.			
Are there any concerns in regard to the individual's motivations for volunteering with individuals under-18 or adults-at-risk?	<u>Yes</u> <u>No</u>		
Is there any evidence in regard to any inability to manage conflict or cope with challenging behaviour?	<u>Yes</u> <u>No</u>		
Were any gaps in employment identified and were these cause for concern?	<u>Yes</u> <u>No</u>		
Have we received two references regarding the individuals suitability for this role and at least one reference verified by telephone?	<u>Yes</u> <u>No</u>		
Does the post involve responsibility for finance, items of value or other high-risk areas? This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.	<u>High</u> <u>Moderate</u> <u>Low</u>		
Does the role allow the opportunity to re-offend? Consider the nature of the post in relation to the disclosed offence(s).	<u>Yes</u> <u>No</u>		
What level of management supervision will the person receive? What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?	<u>High</u> <u>Moderate</u> <u>Low</u>		
What mechanisms are in place to track the individual's progress? A review requirement allows for the possibility of the person moving to a role they are not currently safe for, or moving into a 'safer' role or dismissed if there is a deterioration.	<u>Adequate</u> <u>Inadequate</u>		

FURTHER COMMENTS/ OVERALL SUMMARY



Please ensure your final decision is recorded on the front page of this document and signed by the relevant parties.

This risk assessment should be retained confidentially on the employee or volunteer's personal file.