



Private Provider DBS Risk Assessment

1. Name :

DBS No :

2. Role applied for within the company:

3. Has the candidate declared Convictions on application form?

4. Nature of Offences

Offence

Date of Offence

1

2

3

5. DBS Assessment tool completed? : Score : Panel referral? :

Panel Referral

6. Any Circumstances surrounding the offences and any explanation given by individual?

7. What was the age of the individual at time of last offence and their age now?

Time of Offence :

Age now :

8. Has there been any change in the individuals circumstances since the offence (e.g. Domestic / financial situation, condition of health etc)?

9. Summary of decision made based on overall score and mitigating circumstances?

10. Action Plan / Mitigations put in place if any?

Authorising Managers

Name

Signature

Name

Signature

Name

Signature

HR Manager If not referred to Panel

Name

Signature

DBS Assessment Tool

Name :

Nature of Offence		
Level	Examples	Score
Minor offence	Fixed Penalty driving offences, Civil Disputes	1
Major Offence (a)	Alcohol related offences Including Drink Driving, Common assault, Convictions for fraud, shop theft or criminal damage to property possession of offensive weapon.	2
Major Offence (b)	Convictions for physical injury to a person (ABG, GBH, Affray) or animal, Burglary or aggravated theft. Possession / Misuse of Drugs.	5
Serious Offences	Sexual offences, Murder, Attempted murder, Acts of terrorism.	20
Outcome		
Description		Score
Caution		1
Absolute Discharge		2
Conditional Discharge		3
Community sentence (Fine, Referral order, Community service, Driving Ban, Fixed penalty. etc)		2
Custodial sentence		10
Time Since last offence		
Description		Score
20 Years +		1
10 to 20 Years		2
5 to 9 Years		3
2 to 4 Years		6
Less than 2 Years		8
Repeat Offences		
Description		Score
One Offence only		1
Two or more offences on same date		3
Offences on more than one date		8
Relevance to Role		

Description	Score
Victimless crimes (i.e. Traffic offences, Offences against the community or state)	1
Property Offences (criminal damage) Drink driving, Common assault	4
Offences against the person (Theft, assault ABH, GBH, Affray etc)	10

Total Score	
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Actions

< 8	Approve without referral to Panel
9 to 20	Refer for Panel decision
> 20	Not Appointable