

RISK ASSESSMENT FOR: Employing staff without DBS clearance

STEP 1	STEP 2	STEP 3
List significant hazards here:	List groups of people who are at risk from the significant hazards you have identified:	List existing controls or note where the information may be found. List risk which are not adequately controlled, and the action needed:
Employment of a staff member without DBS check.	All children attending the nursery and all staff.	<ol style="list-style-type: none">1. Photocopy of evidence seen of current address.2. Verification of original qualification certificates seen and photocopied.3. Information on employment history received and been confirmed.4. Health and physical capacity to work is confirmed.5. Applicant has received Job Description, read and understood.6. DBS check to be completed and sent of prior to starting employment, where possible.7. Candidate to have been successful in the interview.8. 1 member of senior staff to have successfully completed training in safer recruitment.9. All staff aware that new staff is not left alone with any children.10. Staff is not allowed to support children with nappy changing or personal hygiene.11. Nursery received 2 satisfactory references (1- employment 1- character)12. Verification has been seen by management and copies taken of 2 forms of current address, (for DBS check).