

Risk assessment for appointment of staff member as a CORE CHILDREN'S WORKER [USE LINKS FOR MORE INFO](#)

Candidate name:		Date:		
Role applied for:				Tick when completed
1. The identity of the candidate has been verified (using ALL steps below) more information				
Original primary identity document (to verify that the identity is a real one)				
Original secondary identity document (shows the identity is in current use by the candidate)				
Photographic verification provided (either on one of the above documents, or another recognised document or through an "identity referee")				
Personnel records have been checked: no evidence found of this identity being used by another person				
This process has also verified any name changes and collected overseas identity documents (where applicable)				
2. The candidate has completed a written application process, which includes a work history (covering preceding 5 years). Sample application form.				
Credentials / qualifications / membership of professional bodies: check for authenticity. (where applicable)				
Are there any concerns / inconsistencies / gaps in information?				
3. The candidate has been interviewed More information on interviewing & interview record kept on file				
Are there any concerns / inconsistencies / gaps in information? (Refer to interview records & follow up actions.)				
4. At least <u>two</u> referee completed More information on referee checking ____ & record of checking kept on file				
Are there any concerns / inconsistencies / gaps in information? (Refer to referee check documents.)				
5. Police vetting has been completed Police Vetting consent forms				
NOTE: Where the Police Vetting application has been submitted, but not yet received, any new staff member can only be given provisional employment, subject to the outcome of the Police Vetting check.				
Names of person/s conducting this risk assessment:				
This person has been assessed as posing No Risk Some risk High Risk to children				
Signature: _____				<i>(Attach further notes as required)</i>