**DBS RISK ASSESSMENT**

This form should be completed on receipt of a DBS that details a conviction.

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| **Was the conviction declared by the candidate prior to the DBS process?**  **Yes / No**  If no, consider the following to determine if the offer should be withdrawn: Was the necessity to declare all convictions was made clear? Are there any mitigating factors that explain why the conviction was not disclosed? Has trust in the candidate been undermined? |
| **Does the conviction on the DBS accurately reflect the conviction disclosed during the application process?**  **Yes / No**  If no, consider the following to determine if the offer should be withdrawn: Are there any mitigating factors that explain the difference? Has trust in the candidate been undermined? |
| **What explanation does the candidate give of the circumstances surrounding the incident leading to the conviction(s)?** |
| **What risk does the conviction pose to vulnerable older people and/or the organisation?** Please state all risks even if they can be mitigated. |
| **Can any reasonable action be taken to mitigate any risk?** |
| **Recommended for appointment? Yes / No** |
| **Home Manager: Date:** |
| **[director or manager senior to home manager] Date:** |