**Risk Assessment Decision Sheet (NYCC)  
Starting work without all new starter documentation in place**

*This risk assessment should be completed to help determine whether a member of staff should start employment before the necessary new starter documentation and clearances are in place.*

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Proposed start date |  |
| Expected date for documents |  |
| Document(s) missing |  |

Is this person in Regulated Activity? Yes No

Please state the reason for the person starting without the correct documentation –

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Please list below the possible hazards of starting this person without the correct documentation, what control measures you will put into place to reduce the risk and whether the risk is low, medium or high.

**Example -** If you decide to start a teacher in post before the DBS certificate is back (contrary to NYCC policy) a potential hazard could be that you are not fully aware of that person’s background. However, you may have reduced this risk by checking their references and verifying that the teacher in question was employed at another school in the last three months.

If the person’s proposed start date and their last day at their previous school or college are **less** than three months apart, then there is no statutory requirement to obtain a new Enhanced DBS check, where staff are transferring to similar work. However, it is NYCC policy for a new DBS check for all staff who are new to NYCC. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk, particularly if there is also supervision in place.

|  |  |  |
| --- | --- | --- |
| Hazard Identified | Control Measure | Risk Level |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Do you think the risk/s are adequately controlled with the above measures?

Yes No

**If no and you believe the risk is still too high, please do not start the employee in post.**

Until all checks have been completed, an appropriate system of supervision should be put in place and reviewed at least every two weeks. These should be discussed with the individual prior to commencement. Please detail the supervision arrangements and review date below:

|  |
| --- |
| **Supervision arrangements** |
| **Review Date** |

**Authorisation to start the employee in post –**

Headteacher (Print Name)

Headteacher (Signature)

Date

**Confirmation that employee understands the supervision arrangements and will comply with these -**

Employee (Print Name)

Employee (Signature)

Date

*Retain this form on the personal file for future reference*