**ALLEGATION MANAGEMENT – CHILDRENS WORKFORCE**

To use:

* When considering transference of risk into the workplace
* When the allegation has met the fourth harm threshold around suitability
* If a member of staff is believed to present an imminent risk

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| **RISK ASSESSMENT** |
| Name of Member of staff and role:                                                 Date of assessment:    Person completing assessment and role:    Setting details: |
| 1. Set out what the **perceived risk** is and timeframe it became known (record context e.g., how you were informed and circumstances). |
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| 2. Explain **how the risk may or has presented itself within the workplace**, or within the member of staff’s employed role. |
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| 3. Detail any **evidence** you have around the risks (e.g. record conviction/date) |
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| 4. Record the **member of staff’s response** to the risks (include their level of insight, capacity to work with you as the employer, context of the risk etc) |
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| 5. **Evaluate** the risks and outline any mitigating factors            (e.g. refer to code of conduct, view of MOS record, awareness of impact on role, reputational risk for setting and safety plans e.g. no info at home) |
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| 6. **Analysis** of your findings and **risk management**         (e.g. able or unable to safeguard appropriately, make sound judgements and follow procedure) |
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| 7. **Outcome and rationale** |
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| 8. **Recommendations**    (e.g. further training, mentoring, suspension, disciplinary process) |
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| 9. Member of staff’s comments regarding the findings of the risk assessment. |
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| 10. Signatures and Review date |
| **Please note where a referral has been made to the LADO and they have requested a risk assessment, this document should be completed and shared with the LADO for their oversight as soon as possible. The employer will the be responsible for ensuring the risk assessment is followed and reviewed as necessary.** |