

## **Pre-Employment Risk Assessment e-form Guidance**

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## Overview

An individual must not commence work until their DBS Certificate has been received. However, in exceptional circumstances, they may begin work earlier only when a DBS application is already in progress (**at least ID verification stage completed**) and a pre-employment risk assessment form has been completed and authorised by the HR Safeguarding in Employment team and the headteacher.

### Preparation steps:

#### Step 1

- **Request Consent:** Ask the applicant to complete the [Regulated activity barred list consent form](#). This form enables you to perform the barred list check/s.
- **Gather Information:** Collect all the surnames the applicant has been known by and their date of birth.
- **Login details:** If you don't have a DfE account, follow the on-screen instructions on the following link [Department for Education \(DfE\)](#).

#### Step 2

- **Perform the Check(s):** Access the [Department for Education \(DfE\) website](#) and perform the barred list check/s. Conduct the check for each previous surname. Save the results from each name check together in one document (e.g. via screen prints).
- **Accuracy Matters:** Ensure that all surnames are checked, and the applicant's date of birth is correct. Incorrect or incomplete information will render the barred list check invalid.

You must contact the [Disclosure and Barring Service \(DBS\)](#) if a check shows an alert, as this means there is a possible match.

#### Step 3

Complete the risk assessment e-form via [\[this link\]](#) and attach the:

- Regulated activity barred list consent form.
- Barred list check(s) result (screenprint/prints for multiple names, saved in a word document)

The e-form link will initially display an introductory page summarising key information, as per the below.



Buckinghamshire  
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Pre-Employment Risk Assessment

## Before you begin

**Before you begin**

Ensure you have already done the following:

- Seen original ID to verify the applicant's identity
- Seen copies of relevant qualification certificates
- Received a satisfactory explanation of any breaks in the applicant's employment history
- Asked the applicant if they have any convictions/cautions/reprimands/warnings which are not protected

You will need to upload copies of:

- The Barred List check
- The Regulated Activity Barred List consent form completed by the applicant

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Proceeding, the form contains ten core sections to complete. You will not be able to progress to the next section until all required fields in the current section have been fully completed.

### Section 1 - Requestor details



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## Requester details

Your full name

School/academy

Your position

Email

For example, yourname@email.com

Telephone number

You can enter either a mobile number or a landline phone number such as 01494 723923.

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Complete this section with the details of the person processing the Risk Assessment (**you**): your full name, the name of the school, your position, telephone number, and email address.

Once all fields have been completed, click **Continue**.

## Section 2 – Applicant’s details

### Applicants details

Applicant's full name

Applicant's post title

Applicant's start date

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The information for this section should be the applicants’ details (the new employee/the person you want to start prior to DBS Clearance).

Once all fields have been completed click **Continue**.

## Section 3 – Vetting and barring checks

### Vetting and barring checks

Will the applicant be undertaking Regulated Activity with children?

Yes

No

Have you requested the Children's Barred List Check via the DFE website and received a clear result?

Yes

No

A copy of the Children's Barred list Check via the [teacher services website](#) ([opens in a new tab](#)) must be provided.

You will be asked to attach a copy of this later on in the form.

Date the DBS check was submitted to the Safeguarding in Employment team

01-12-2025



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In this section, please answer all questions as appropriate. [\[This link\]](#) provide further guidance on what is classified as **regulated activity with children**.

Please refer to step 1 and 2 of this guidance for further assistance with DFE login details and how to perform Barred List Check(s).

Please be aware that this request cannot be validated/processed unless the applicant is engaged in regulated activity.

Once all fields have been completed, click **Continue**.

## Section 4 - Identity, Right to Work and qualifications

### Identity checks

Have you seen original ID to determine the applicant's identity?

Yes  
 No

Enter the ID documents seen

passport, driving licence and utility bill    
42/1000

Have you confirmed the applicant's "Right to Work in the UK"?

Yes  
 No

Enter the documents seen

British passport    
16/1000

If the applicant has any qualifications which are relevant to the job role, can you confirm that you have seen original certificates to verify the qualifications?

Yes  
 No  
 N/A

Enter the qualification certificates seen

degree and QTS certificate    
26/1000

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These are part of **mandatory pre-employment checks**. You must confirm that you have completed identity verification, Right to Work checks, and—where relevant—verification of qualification certificates.

For each “**Yes**” response, list the original documents you have reviewed in the corresponding text fields.

If you select “**No**” for the first two questions, you will be **unable** to continue.

Please carry out the required checks first and then start completing this form again.

Once all required fields are completed, click **Continue**.

## Section 5 – References

### References

Have you obtained two references and verified them with the referees? (One must be from the previous employer)

- Yes
- No

Have any breaks in employment (where relevant) been satisfactorily explained by the applicant?

- Yes
- No
- N/A

Has the applicant been asked if they have any convictions/cautions/reprimands/warnings which are not protected?

- Yes
- No

Has any criminal information that has been disclosed been satisfactorily explained?

- Yes
- N/A

Where criminal information has been disclosed by the applicant, has any advice about that information been obtained from HR?

- Yes
- No
- N/A

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When completing this section, ensure you've gathered enough reliable information to assess the applicant's employment suitability and background.

References, particularly the most recent one, often provide insights that influence suitability, so having them in hand before progressing is vital.

Check that any employment gaps make sense, and make sure any criminal information shared has been properly understood and, where applicable, discussed with HR.

Once all required fields are completed, click **Continue**.

## Section 6 – Overseas police check

### Overseas police check

**Applicants who have resided abroad for more than 6 months within the past 5 years will be required to obtain Certificate of Good Conduct (CGC) or complete CGC declaration available from schools web.**

Is the applicant subject to the overseas police check?

Yes  
 No

Has the applicant provided the Certificate of Good Conduct or completed CGC declaration?

Yes  
 No

Please specify

Certificate of Good Conduct  
 CGC declaration

The declaration should not replace CGC and should be completed in situations when CGC is difficult to obtain.

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If an overseas police check (CGC) is applicable and available, please ensure that the official evidence has been obtained, verified, and shared with HR.

Where a CGC cannot be obtained despite all reasonable efforts, the self-declaration from may be used instead.

Please ensure the option selected accurately reflects what you have reviewed before continuing.

## Section 7 – Supervision

### Supervision

Have supervisory arrangements been put in place for the applicant pending the satisfactory conclusion of all relevant vetting checks?

Yes  
 No

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Ensure and confirm that robust supervision is in place until the original DBS certificate is available for verification. The applicant must be supervised at all times by a staff member who has already completed all required checks, ensuring any remaining safeguarding risks are appropriately managed.

## Section 8 – Uploading documents

### Upload documents

#### We require you to upload the following documents:

- The Barred List check
- The Regulated Activity Barred List consent form completed by the applicant

#### Guidance

- Click 'Add files' below to open the file window.
- Select your items and click 'Open'. Hold down the shift key while clicking each item to select multiple files at once.
- Use the drop down next to each file to choose the type of document you are uploading.
- Click the 'Start Upload' button to finish the upload.

#### Upload files

Uploaded File	Size	Type	Action
First Name_Surname Initial_BLC consent form completed and signed.docx	13.28 KB	Pre-employment risk assessment - consent form	Uploaded
First Name_Surname Initial_BLC(s) carried out on all known surnames.docx	13.24 KB	Pre-employment risk assessment - Barred list check	Uploaded
<b>Total</b>	<b>26.52 KB</b>		

You can upload in JPG, JPEG, PNG, HEIC, docx, and PDF file formats. Files should be less than 20 MB each (20,000KB).

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This section provides guidance and enables you to upload the Barred List Check(s) (preferably saved in a Word document), together with the applicant's completed and signed consent form confirming their agreement to the check being conducted.

Once all essential files are uploaded, click **Continue**.

## Section 9 – Recruiting manager's declaration

### Recruiting Manager's declaration

I confirm that we require this applicant to start work prior to confirmation of DBS Check clearance in order for this School/Academy to operate effectively and successfully.

 Yes

I confirm that an Occupational Health questionnaire has been submitted for approval.

 Yes

I confirm that I am satisfied that each referee has no reservations about the applicant's suitability to work.

 Yes

I confirm that I will ensure that appropriate levels of supervision/monitoring will be maintained at all times until DBS check clearance has been received.

 Yes

I confirm that the applicant will receive induction training very soon which will include all relevant aspects of safeguarding procedures, standards and behaviour.

 Yes

I have discussed the details of this appointment and the content of this Risk Assessment form with the Headteacher.

 Yes

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In this section you must tick each statement as confirmation that you have/will adhered/adhere to the statements.

Once you have clicked each statement click **Continue**.

## Section 10 – Privacy details

### Privacy details

#### Privacy Policy

By completing this form you will be providing some personal information about yourself.

If you would like to know more about how and why we collect this data, you can view Buckinghamshire Council's privacy policy [here](#) (opens in a new window)

I have read and accept Buckinghamshire Council's privacy policy:

 I accept

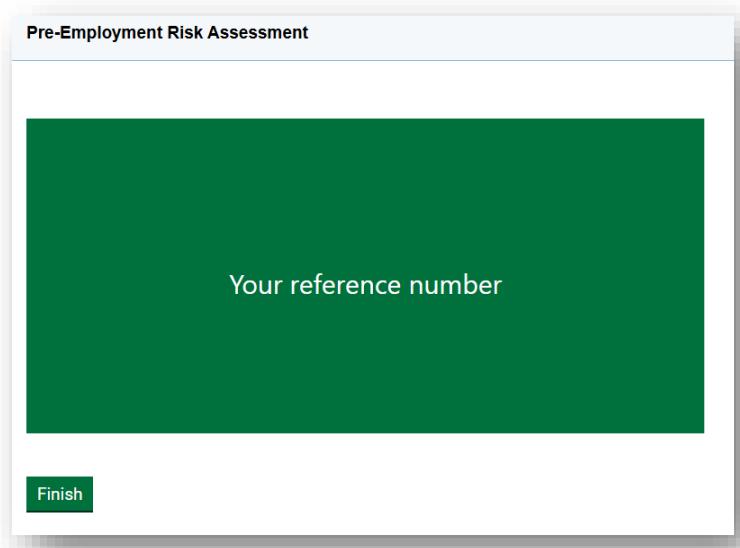
[Submit](#)

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This section explains how personal data is collected, used, and stored. Acceptance is required to meet data-protection obligations, and the form cannot be submitted without it. The policy opens in a new window, allowing users to review it without losing progress on the form.

Once you have clicked the statement click **Submit**.



At this point, your Pre-employment Risk Assessment request will be assessed by the Safeguarding in Employment Team.

If any information is missing or incorrect, you will be contacted accordingly. Please be aware that this will delay the process, as the team may need further clarification or additional evidence before the assessment can be validated.

Once all required information has been provided and the request can be processed, you will be notified. A note will also be added to the DBS system so the HR Operations Schools Team are aware and can take this into account when processing the Notification of Appointment.

**Contact details** – If you still require assistance after reading this guidance, please submit your request via the [Schools Portal](#). For guidance on how to use the portal, please refer to [this short tutorial video](#). If you don't have a role-based account, you may use the [email](#) route.