

CRB REQUIREMENT FOR PROVIDERS (CONTRACTS)

RISK ASSESSMENT FORM -

NOTE:-

- This form accompanies the CRB Checklist / Flow Chart.
- This form is intended to support Officers involved in procurement 'think through' the possible implications of where and how a member of Providers Personnel may come into contact with child (ren) or vulnerable adult(s) and to carry out a 'Risk Assessment' of whether the Provider should be required to ensure CRB checks (Standard or Enhanced) are obtained for the Providers Personnel.
- The form may be adapted as required. Full completion is not necessary where it becomes clear that CRB checks are required.
- Where a CRB check is required, Clearance must be obtained at the level appropriate level for the 'Risk' and / circumstances e.g. Standard / Enhanced and may also include POVA (if in doubt contact your Procurement Lead or Staffordshire Procurement for advice.
- This form should be completed by the Officer responsible for letting the contract or suitable person with knowledge of how the contract will be performed
- Where the Risk Assessment is to be passed to an Authorised (Senior) Officer for approval or is forwarded to Staffordshire Procurement / Law and Governance for advice this may be sent and approved by e mail
- A copy of the completed Risk Assessment or other suitable written note used should be placed on the contract file and may be requested by the departmental Procurement Lead Officer for reporting purposes

DEFINITIONS:

Contact: - any direct or indirect contact with individuals or groups of Child (ren) or Vulnerable Adult(s)

Providers Personnel: anyone engaged in the performance of a Contract irrespective of whether they are directly employed, hold self-employed status, temporary, agents, locums, seconded, works experience or sub contractors etc.

	Part A	Information to be completed	Comment	Risk identified?
1	Contract title / reference no			
2	Consider how the Contract or relevant part of the contract is to be performed <u>in practice</u> . What are the situations where contact <u>may</u> take place?		Also consider whether contact may arise in unplanned situations in performance of contract. NB a CRB requirement may be applied to part of contact only	
3	If the 'work' was being performed by a person employed by the Council would they be required to have CRB clearance / if so at what level?		Expect the same standards of the Providers Personnel as you would expect for Council employees	
4	Who are the Providers Personnel likely to have contact with? Are there any special features of the Child(ren)/ Vulnerable Adults to take into account? E.g. age or particular circumstances			
5	What sorts of contact will Provider's Personnel have -		Consider how a perpetrator may use contact for	

	<p>direct / indirect / supervised etc?</p> <p>Where will this take place? For how long? How often?</p>		<p>potential grooming and abuse.</p>	
6	<p>Where contact is to be supervised, What circumstances may arise for the Child(ren)/Vulnerable Adult(s) to be left alone the Providers Personnel. e.g. supervisor called away to phone / to assist another child etc?</p>		<p>Consider how a perpetrator may use contact for potential grooming and abuse.</p>	
7	<p>Where contact is supervised but occurs regularly how often will contact take place.</p>		<p>Will this be sufficient for the Child(ren) or Vulnerable Adult(s) to develop a relationship of 'trust'?</p>	
8	<p>If indirect contact only, are circumstances likely to occur where direct unsupervised contact takes place?</p>		<p>How likely is this e.g a child skipping classes?</p>	
9	<p>Where indirect contact only – what type of contact is likely to occur? e.g. is person clearly visible and known in school / wears a uniform (assumes</p>		<p>Will this be sufficient for the Child(ren) or Vulnerable Adult(s) to develop a relationship of 'trust'?</p>	

	authority) etc.			
10	If contact is with personal information only, What type/ nature of information will be accessed?		<p>What opportunities are there to copy this information and use it e.g. to contact the Child(ren) or Vulnerable Adult(s) outside the contract?</p> <p>Would the Council require its own staff to hold CRB clearance in these circumstances?</p>	
11	<p>If a risk of contact requiring CRB is identified, what safeguards or other actions are or could be put in place to</p> <p>a) alleviate / mitigate the risk?</p> <p>b) Show Providers Personnel are CRB checked ?</p>		<p>e.g. consider other policies in place. Will the schools own Health and Safety policy be such that Child(ren) will not come into direct or unsupervised contact with work men etc?</p> <p>e.g. introduce a requirement for 2 people must always be present , may include another member of staff or other responsible person</p> <p>e.g. can deliveries take place outside school hours / where Child (ren) are not present?</p>	

			e.g. Require use of Photo Identity badges to show Providers Personnel are CRB checked.	
Part B – Weighing up the decisions- Standard / Enhanced and acting as an Umbrella Organisation				
12	If CRB is required, should this be Standard or Enhanced?	<p>NB: The Council will not require a CRB check unless it s relevant to do so and this will not be at an Enhanced level unless required to protect Child(ren) /Vulnerable Adult(s).</p> <p>NB: Use Enhanced where the likelihood of direct contact or the development of a relationship of trust is high.</p>		
13	Consider whether the organisations who are likely to tender for the contract would be able to apply for CRB clearance for their Providers Personnel themselves or do you need an Umbrella Organisation	<p>NB. If not e.g. only a small part of the contract is involved consider whether the Council will offer to act as an Umbrella Organisation to obtain CRB clearance for the Provider</p>		
14	Use this section to note any particular issues or factors you have taken into account in deciding <u>not</u> to require CRB.			

		e.g. Limited indirect contact / arrangements put in place to ensure no unsupervised contact.
15	Does contract need periodic review of decision if so date or circumstances requiring review:	e.g. the standard Model Contract makes provision for the requirement for CRB checks to be amended if there is a change in the law (ie anticipating further guidance on requirements for CRB checks f where working with children) e.g. if work practices change may need to review whether there is direct contact.
16	Consider what arrangements may be needed for monitoring / renewal or extension of contract?	e.g. if CRB is required how often should this be rechecked, etc
Part C – Signing and Dating <i>NB – where using e mail – typed name is sufficient</i>		
Contracting Officer:		Signed: Job title: Date:
Authorising Officer (if different)		Signed: Job title: Date: