

CRB RISK ASSESSMENT Checklist

**For use with all Contracts where CRB requirement is not known.
NOTE: Where CRB clearance required contracts must include provision**

For completion by Contracts Officer [ie responsible for letting contract] and to be based on how contract is intended to work in practice.

1	Is the contract for Goods (and delivery) only?	Yes	Go to Q8
		No	Go to Q2
2	If contract includes works or services will child(ren) and / or vulnerable adult(s) be present when the contract is performed?	Yes	Go to Q3
		No	Go to Q8
3	If child(ren) and / or vulnerable adult(s) are present, will Providers Personnel have direct <u>unsupervised</u> contact?	Yes	CRB Check required
		No	Go to Q4
4	If contact is to be supervised will Supervision be in place at all times?	Yes	Go to Q8
		No	Risk Assessment required
5	Is direct contact to be fully supervised and occurs on <u>one occasion only</u> for a limited period of no more than ½ day (e.g a one off presentation to a group or training event / or similar)	Yes	Go to Q8
		No	Go to Q6
6	If indirect contact will this take place:- less than 1x a month, & less than 4 X per 6 months,& less than 6 x a year	Yes	Go to Q8
		No	Go to Q7
7	Is Indirect contact is this regular and substantial?	Yes	Risk Assessment required
		No	Go to Q8
		Unsure	Risk Assessment required
8	Does contract involve any access to personal information relating to child(ren) or vulnerable adult(s)?	Yes	Risk Assessment required
		No	CRB NOT required (<i>assumes answer to all other questions also clear</i>)

NB Copy of completed Checklist to be placed on Contract File