



## Volunteer Policy

**Policy Owner:** SHINE Academies CEO

**Policy Date:** December 2023

*This policy has been agreed as being fully consulted on with the following trade unions ASCL, NAHT, NASUWT, Unison, NEU, GMB and UNITE and was implemented by SHINE Academies on the above date*

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## 1. Introduction

- 1.1 Shine Academies welcome volunteers from the local community who are able to make a positive contribution to the Trust by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.
- 1.2 Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying Trust trips, or may take the form of a more regular activity, for example listening to children read. The Trust will welcome volunteers to become a member of the Trust Board and there is a separate process for this.
- 1.3 The Trust is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored, and reviewed with due regard to the Equality Act 2010.
- 1.4 The Trust will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the requirements of the volunteer role that has arisen.
- 1.5 The Trusts engagement of volunteers will be reviewed on an annual basis, and people wishing to volunteer may be required to re-apply, enter into a new Volunteer Agreement or be subject to repeat vetting checks where the Trust determines that this is required.
- 1.6 This Policy meets statutory requirements and is in accordance with the statutory guidance 'Keeping Children Safe in Education.'
- 1.7 This Policy and the Volunteer Agreement herein set out reasonable expectations; they are not intended to be legally binding, and those fulfilling volunteer opportunities will not be a worker for, or employee of Shine Academies in their capacity as a volunteer.

## 2. Safeguarding Children and Young People

- 2.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.
- 2.2 Volunteers will be subject to the vetting process and checks specified in section 6 of this policy.
- 2.3 Volunteers will be asked to enter into the Volunteer Agreement in Appendix B, and to always adhere to safeguarding requirements.
- 2.4 **All volunteers will receive a copy of the Trusts Safeguarding Policy. If a volunteer has any concerns in relation to the safeguarding of children or young people, they should immediately notify the Trusts Designated Safeguarding Lead, Mrs Suki Baran, who can**

**be contacted using the following details: SBaran@shineacademies.co.uk or 07539335402.**

In the absence of the Designated Safeguarding Lead, volunteers should inform the CEO, Headteacher or Director of Operations.

### **3. Shine Academies Ethos**

- 3.1 All employees and volunteers who carry out work or activities for Shine Academies are expected to uphold the Trusts ethos. All details can be found on the Trust website.

### **4. Applying to Become a Volunteer**

- 4.1 Any person wishing to become a volunteer should complete the volunteer application form in Appendix A.
- 4.2 Applications can be submitted on a speculative basis or in respect of specific opportunities which have arisen.
- 4.3 The information on the equality monitoring form is for equality monitoring purposes only. The form will be detached from the application and the information stored to enable the Trust to monitor and review its practices in relation to equality.
- 4.4 Any person wishing to become a volunteer will be required to adhere to the Volunteer Agreement in Appendix B.
- 4.5 This Policy forms a part of the Volunteer Agreement.

### **5. Supervision**

- 5.1 Shine Academies will not under any circumstances leave a volunteer unsupervised, unless they have been subject to the additional vetting checks required for a person to undertake regulated activity. Keeping Children Safe in Education defines that a person will be engaging in regulated activity if they:
- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
  - Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
  - Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once
- 5.2 Supervision will be carried out by a person who is in regulated activity, and has undergone an enhanced DBS check and barred list check by virtue of this.
- 5.3 The supervision will be regular and day to day.

5.4 The supervision will be reasonable in all the circumstances to ensure the protection of children.

## **6. Volunteer Vetting Process**

6.1 Shine Academies has a robust recruitment and vetting procedure in respect of volunteers. The following checks must be carried out with satisfactory results **before** any person will be permitted to engage in volunteer activity at the Trust. The checks to be undertaken / obtained are as follows:

- Receipt of a completed and signed application form
- Receipt of a completed and signed Volunteer Agreement
- Receipt of two satisfactory references
- An informal interview to gauge the applicant's aptitude and suitability
- Verification of legal right to live and work in the UK
- Verification of Identity

6.2 The Trust may also determine that due to the frequency or nature of the supervised volunteer activities that are to be undertaken, an enhanced Disclosure and Barring Service check without a barred list check is required.

6.3 Under no circumstances will a person be allowed to volunteer on any occasion, without all the checks at 6.1 having been undertaken and responses received.

### **Supervised volunteers (only one occasion in a term)**

6.4 For supervised volunteers who are to volunteer with the Trust on only one occasion in a term, the Trust, having conducted an appropriate risk assessment, may allow a person to volunteer provided the following checks being undertaken / obtained:

- Receipt of a completed and signed application form
- Receipt of a completed and signed Volunteer Agreement
- An informal interview to gauge the applicant's aptitude and suitability
- Verification of legal right to live and work in the UK
- Verification of Identity

6.5 The checks and the results of the checks undertaken must be recorded on the Trusts Single Central Record.

6.6 If the volunteer will be undertaking regulated activity as defined at paragraph 5.1, or where the Trust considers that a Disclosure and Barring Service (DBS) check is required, the volunteer will be asked to complete a Disclosure of Criminal Record Declaration Form.

In the event of a DBS check returning a conviction, the Trust will complete the DBS risk assessment at Appendix E.

- 6.7 Any information obtained by the Trust for the purpose of vetting volunteers will be confidential, and relevant information relating to the checks stored and processed for that purpose and relevant safeguarding purposes only.
- 6.8 The information will be stored and processed in accordance with the Data Protection Act 2018 (GDPR).

## **7. Induction**

- 7.1 Volunteers can expect to be provided with the following as part of their induction to the Trust and the activity/ activities that they will be carrying out:
- A copy of Keeping Children Safe in Education: Safeguarding information for all staff
  - A copy of this Policy including all appendices
  - Copies of the Trusts Safeguarding and Health and Safety Policies, and Code of Conduct
  - Relevant training and instruction in line with their role
  - The opportunity to ask any questions or to express any concerns that they may have
  - The name of the person/s to inform should any concerns subsequently arise

## **8. Health and Safety**

- 8.1 The Trusts Health and Safety policy will be provided to volunteers during induction. It is the Trusts expectation that the volunteer will take reasonable care of their own health and safety and that of any person that may be affected by the volunteers acts and omissions (failure to act).
- 8.2 The Trust will ensure that volunteers are covered for insurance purposes in respect of personal injury, and the Trust also holds public liability insurance. The Trusts insurance will not cover unauthorised actions or actions outside the Volunteer Agreement.

## **9. Data Protection and Confidentiality**

- 9.1 Volunteers may become aware of information relating to matters which are confidential, such as the attainment of pupils, their attitudes, behaviour and special needs, or information relating to other Trust employees. Volunteers must not relay anything confidential that they have seen or heard when volunteering. This includes relaying information to parents/carers, other members of the Trust community, the press or to the public, for example using social media. The Trust has well defined procedures for

informing parents/carers of any concerns, and will be the first to discuss any concerns with them.

- 9.2 If Volunteers have any concerns in relation to the safeguarding of children or young people they should immediately notify the Designated Safeguarding Lead in accordance with section 2 of this Policy.

## **10. Use of mobile phones and other electronic devices whilst volunteering**

- 10.1 In accordance with the Trusts policy on the use of mobiles phone and other electronic devices volunteers will be restricted in the use of electronic devices whilst volunteering. Volunteers must never seek to photograph or record images of pupils or employees on a mobile phone or any other device.

## **11. Sharing of Personal Information**

- 11.1 Volunteers must never give their personal contact details to pupils, and must never obtain or accept contact details from pupils.

## **12. Code of Conduct and Dress Code**

- 12.1 Volunteers will be representing the Trust and will be a role model for pupils. Volunteers must adhere to the standards set out in the Trusts Code of Conduct, a copy of which will be provided during induction, and must dress in a manner which is appropriate for the volunteer activity being carries out; which is safe and appropriate dress for working with pupils.

## **13. Right to Dignity and Respect**

- 13.1 All employees and volunteers are required to treat all adults and children that they come into contact with during the course of their role with dignity and respect, and are entitled to expect this in return.
- 13.2 The Trusts procedure which can be used in circumstances where a volunteer wishes to make a complaint is set out below.

## **14. Complaints Procedure**

- 14.1 If a volunteer or volunteer applicant wishes to make a complaint in respect of any aspect of their treatment by employees carrying out work for the Trust, their treatment by pupils or the application of this Policy, they should detail their concerns in writing and address them to the Chief Executive Officer.  
Where the concerns relate to the Chief Executive Officer, they should be addressed to the Chair of the Trust Board.
- 14.2 Complaints will be managed in accordance with the Trusts Complaints Procedure, a copy of which can be obtained from the Shine Academies website.

## **15. Insurance**

15.1 The Trust has insurance cover in place for volunteers. The insurance will not cover unauthorised actions or actions outside of the Volunteer Agreement.

15.2 Volunteers will never be authorised to drive pupils in any vehicle and are not authorised to transport any pupils unless accompanied by an employee of the Trust.

## **16. Expenses**

16.1 Volunteers are not expected to incur cost and as such they are not eligible to incur expenses.



**Volunteer Application Form**

Shine Academies are committed to safeguarding and promoting the welfare of children and young people and require all volunteers to share this commitment.

Any person wishing to volunteer will be subject to the Trusts vetting process as detailed in section 6 of the Trusts Volunteer Policy.

Before completing this application, please ensure that you have read the Volunteer Policy and Agreement, and that you are able to satisfy the expectations and requirements stated.

**Personal details**

<b>Full name and title</b>	
<b>Current address including postcode</b>	
<b>Contact telephone numbers</b>	
<b>Email address</b>	

**In the event of an emergency who should we contact on your behalf?**

<b>Full name and title</b>	
<b>Contact telephone numbers</b>	
<b>Relationship to you</b>	

**Supporting you**

<b>Do you consider yourself to have a disability for which you require support?</b>	<b>Yes</b>	<b>No</b>	<b>(please circle)</b>
<b>If yes please describe</b>			

**If there are any areas of support or reasonable adjustments that you may require to enable you to volunteer, please provide details:**

**Please detail the types of volunteer activity you can undertake, and any particular skills, abilities, knowledge or experience that you may be able to contribute to enhance learning experiences and outcomes for pupils:**

## References

Before we engage volunteers who will carry out activities more than once a term, or who will be undertaking regulated activity, it is our policy to require the receipt of two satisfactory references. **If you are currently employed one of your referees must be your current employer.** The reference pro-forma in Appendix C of the Volunteer Policy will be used for the purpose of obtaining references.

<b><u>Referee 1</u></b>	
<b>Full name and title</b>	
<b>Position</b>	
<b>Relationship to you</b>	
<b>Address including postcode</b>	
<b>Email address</b>	
<b>Telephone Number</b>	
<b><u>Referee 2</u></b>	
<b>Full Name and title</b>	
<b>Position</b>	
<b>Relationship to you</b>	
<b>Address including postcode</b>	
<b>Email address</b>	

<b>Telephone Number</b>	
<b>Print Name</b> .....	
<b>Signed</b> ..... <b>Date</b> .....	

### Volunteer Equality Monitoring Form

The information on this equality monitoring form is for equality monitoring purposes only. The form will be detached from your application and the information stored to enable the Trust to monitor and review its practices in relation to equality.

<b>What is your sex?</b>	
<input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Gender Neutral <input type="checkbox"/> Prefer not to say
<b>Is the gender that you identify with the same as your sex registered at birth?</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
<b>What is your marital status?</b>	
<input type="checkbox"/> Civil Partnership	<input type="checkbox"/> Divorced <input type="checkbox"/> Married
<input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Widowed
<input type="checkbox"/> Prefer not to say	
<b>What is your ethnic origin?</b>	
<input type="checkbox"/> Asian – Indian	<input type="checkbox"/> Asian – Pakistani
<input type="checkbox"/> Asian – Bangladeshi	<input type="checkbox"/> Asian – Chinese
<input type="checkbox"/> Asian – Other Asian	
<input type="checkbox"/> Mixed/Multiple White and Black African	<input type="checkbox"/> Mixed/Multiple White and Black Caribbean
<input type="checkbox"/> Mixed/Multiple White and Asian	<input type="checkbox"/> Mixed Multiple Other mixed background

<input type="checkbox"/> Black African	<input type="checkbox"/> Black – Caribbean
<input type="checkbox"/> Black – Other Black	<input type="checkbox"/> White – British
<input type="checkbox"/> White – Irish	<input type="checkbox"/> White – Gypsy/Traveller
<input type="checkbox"/> White – Any other White	<input type="checkbox"/> Other Ethnic – Arab
<input type="checkbox"/> Other Ethnic – Other	<input type="checkbox"/> Prefer not to say

The equality Act (2010) defines a disabled person as someone with a “physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day to day activities.”

**Do you consider yourself to have such a disability?**

Yes                       No                       Unsure

**Do you have a disability which affects your day to day activities, which has lasted, or you expect to last, at least a year?**

*Please select only one term*

Yes                       No                       Unsure

**Which of the following best describes your sexual orientation?**

*Please select only one term*

<input type="checkbox"/> Straight or Heterosexual	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Gay man	<input type="checkbox"/> Lesbian/Gay Woman
<input type="checkbox"/> Other	<input type="checkbox"/> Unsure
<input type="checkbox"/> Prefer not to say	

**What religion are you?**

*Please select only one term*

<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> Any other religion	<input type="checkbox"/> No religion	<input type="checkbox"/> Prefer not to say

**Please indicate how old you are:**

*Please select only one term*

16-17

18-24

25-29

30-39

40-49

50-59

60-64

60+

## **Volunteer Agreement**

Shine Academies Volunteer Policy forms a part of this Agreement. By signing this Agreement and undertaking volunteer activities for the Trust, you agree to adhere to all aspects of the Volunteer Policy and to comply with reasonable expectations therein. The Volunteer Policy and this Agreement set out reasonable expectations and are not intended to be legally binding. When fulfilling a volunteer opportunity, you will not be a worker for, or employee of, the Trust.

### **As a volunteer the Trust will provide the following for you:**

- An induction in accordance with section 7 of the Volunteer Policy, including training and instruction with regard to how to safely and effectively carry out the activity/activities you are to undertake
- A named supervisor/s
- Insurance cover (the insurance will not cover unauthorised actions or actions outside of this Agreement)
- The implementation of policies and practices to ensure your health and safety, and your right to dignity and respect
- The implementation of the Complaints Procedure in section 14 of the Volunteer Policy, if circumstances arise in which you wish to make a complaint in respect of any aspect of your treatment by employees carrying out work for the Trust, your treatment by pupils or the application of the Volunteer Policy.

### **In undertaking volunteer activities for the Trust you understand and agree that you will act in accordance with the expectations of the Volunteer Policy and Agreement at all times. In particular, you will:**

- Read and abide by the guidance contained within the Keeping Children Safe in Education statutory guidance document
- Fulfil your duty to safeguard and promote the welfare of children and young people at all times;
- Immediately report any safeguarding concerns including health and safety concerns that may arise;
- Treat information obtained from being a volunteer as strictly confidential, and not relay anything confidential that you have seen or heard when volunteering;
- Fulfil any volunteering opportunities that you agree to undertake, and where due to unforeseen circumstances this will no longer be possible, give as much notice of this to the Trust as you are able to;
- Follow reasonable instructions and ask for assistance if you are ever unsure regarding any aspect of the volunteer activities you are undertaking, or any concerns that you may have.

**I understand and agree to the expectations in this Agreement**

**Print name:**.....

**Signed:**.....

**Date:**.....

**Volunteer Reference Request Pro-Forma**

Dear [insert name],

**Volunteer reference request**

[insert name] has applied to undertake volunteer activities at Shine Academies and has named you as a referee.

The Trust Board welcomes volunteers from the local community who are able to make a positive contribution to the Trust, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.

The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

The Trust will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the expectations and requirements of the volunteer role that has arisen.

Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying Trust visits, or may take the form of a more regular activity, for example listening to children read or becoming a member of the Trust Board.

We would be grateful if you could please take the time to provide the information below, to enable the Trust to consider whether [name] will be a suitable volunteer.

**1. Please describe your position, your relationship to the applicant and how they are known to you.**

**2. How long have you known the applicant?**

**3. Do you know of any reason/s why the applicant would not be suitable to work with children or young people? (please circle)**

**Yes**

**No**



**4. If you have answered yes please state the reason/s below**

**5. Please comment on the applicant's suitability to undertake volunteer work, and include any information that may be relevant to assist us in assessing the applicant.**

**I hereby certify that all of the information given by me on this form is correct to the best of my knowledge**

**Print name:**.....

**Contact Telephone number/s:** .....

**Signed:**.....

**Date:**.....

Thank you for taking the time to complete this reference. Please provide a contact telephone number/s to enable us to contact you if we have any questions in relation to the information you have provided.

The Trust is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored and reviewed with due regard to the Equality Act 2010.

### Volunteer Risk Assessment

It is crucial that volunteers are made aware of and understand the Trusts expectations in respect of their conduct whilst volunteering.

Where you are responsible for the supervision of a volunteer, any failure by you to ensure their supervision may be considered a conduct matter to be managed in accordance with the Trusts Disciplinary Procedure.

You must ensure that the appropriate vetting process set out in section 6 of the Volunteer Policy is adhered to.

The following checklist **must** be completed and signed by the person/s responsible for any volunteer **on each occasion**, and will assist you in safeguarding pupils, your colleagues, any other people who may come into contact with the volunteer, and the volunteer themselves. Where each requirement is complete please tick; where not applicable state N/A. When complete please hand the checklist to [position] to be filed.

**Name of volunteer:** .....

**Has the person volunteered on more than one occasion?**

Yes

No

<b>Volunteer Activity/Activities</b>	
<b>Nature of Volunteers work with children</b>	
<b>Does the volunteers work constitute as regulated activity?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If answered yes, a disclosure and baring check must be completed**

<b>What does the Trust know about the volunteer? (please include details of any informal or formal information that has been disclosed during the vetting process)</b>	
<b>Does the volunteer have any other employment or undertake voluntary activities? Please provide details</b>	

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**If answered yes, references should be sought from the volunteers other employment/other volunteering placement(s)**

**Vetting requirements**

Requirement	Tick when received	Date of completed check
Receipt of a completed and signed application form		
Receipt of a completed and signed Volunteer Agreement		
An informal interview to gauge the applicant's aptitude and suitability took place with [name].....on [date].....		
Verification of legal right to live and work in the UK		
Verification of Identity		
Receipt of two satisfactory references		

**DBS Check (if applicable)**

This section is only applicable to volunteers who will be undertaking regulated activity or where the Trust has identified that a DBS check is required. Please leave blank if this does not apply.

<b>Level of DBS check required</b>	
<b>Date DBS check received</b>	

**Should the DBS check return a conviction, a risk assessment must be completed**

**Induction**

All volunteers should be provided with the following:

Document	Date Provided
A copy of Keeping Children Safe in Education Part 1: Safeguarding information for all staff	
A copy of the Volunteer Policy including all appendices	
A copy of the Trusts Safeguarding Policy	
A copy of the Trusts Health and Safety Policy	
Training and instruction with regard to how to safely and effectively carry out the activity/activities that they are to undertake	
The opportunity to ask any questions or to express any concerns that they may have	
The name of the person/s to inform should any concerns subsequently arise	

**Supervision**

The person(s) responsible for supervising the volunteer on this occasion is:

**Name:** .....

**Job title:** .....

**Declaration**

***Trust***

I confirm that all necessary checks have been completed inline with the Trusts Volunteer Policy

**Name**..... **Position**.....

**Signature**..... **Date**.....

***Volunteer***

**I confirm that I understand my responsibilities in relation to the above volunteer and that the information provided in this risk assessment is accurate**

**Name**..... **Position**.....

**Signature**..... **Date**.....

**Appendix E Risk Assessment Criteria for someone with previous convictions to work with vulnerable adults and/or children.**

*This form is to be used for all DBS Risk Assessments including at recruitment stage.*

**Part A – to be completed at initial meeting with employee or potential employee.** **Date of Meeting:** \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Intended Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Place of work: \_\_\_\_\_

**Name of Line Manager / Headteacher:** \_\_\_\_\_

**Name of HR Officer:** \_\_\_\_\_

Q1. Did you declare this/these convictions at interview or on your application form? **Yes / No**

If no, ask reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Conviction Details**

Nature of Offence	Date occurred	Age when occurred	Tariff	Frequency	Time between offences	Circumstances of offence Employees Response

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**Part B – to be completed by the Manager / Headteacher undertaking the risk assessment:**

1. What is the nature of the post? \_\_\_\_\_
2. \*Is the offence(s) directly relevant to the work undertaken? If more than 1 different offence, list and assess individually.  
**Yes / No / Possibly**
3. Which site(s) is the employee likely to work at?  
(Please list all possible sites)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Are vulnerable adults/children likely to be at the site whilst the employee is working there?     **\*Yes / No**
5. Will the employee be supervised at these sites?     **\*Yes / No**  
\*If yes, please give details of the level of supervision.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What relationships has the employee established at these sites? (Only applicable to a current employee).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What opportunities may exist for the employee to re-offend?  
\_\_\_\_\_





**Part D: Only to be completed if a further meeting takes place** - This is the opportunity to discuss the content of the Risk Assessment.

**Any further issues identified**

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**Part E: Manager's / Headteacher's Recommendations:**

**Recommendations**

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Manager / Head Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head of Service / Chair of Governors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Director (if applicable): Yes  No

Director Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

**PART F: HR Actions**

Date Form Returned: \_\_\_\_\_

New Starter

Outcome of Risk Assessment: Continue with Offer of Employment:

Withdraw Offer of Employment:

Current Employer

Outcome of Risk Assessment: Dismissal:

Restrictions Required:

