

Terms of Reference: Disclosure & Barring Service Risk Assessment Group (DBS RAG)

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| Date of Approval: | January 2012, Senior Management Team / Academic Council |
| Last Reviewed: | July 2016 |
| Date for Review: | July 2017 (or in-line with DBS requirements) |
| Version Number: | V5.0 |
| Chair: | Vice Principal (Education) or Head of Clinical Practice (Applicant/ Student) HR Manager (Staff) |
| Secretary: | Academic Registrar / Deputy Registrar HR Assistant / Executive Assistant |

Context

The DBS Risk Assessment Group exists to perform a risk assessment on any member of staff/student/applicant whose Disclosure and Barring Service (DBS) certificate shows a Police record of conviction, caution, reprimand or warning, or for any applicant who discloses to the University College of Osteopathy (UCO) any Police record of conviction, caution, reprimand or warning at the time of application.

Terms of Reference

1. To be responsible for the risk assessment procedure for any member of staff/student/applicant whose DBS certificate shows a Police record of conviction, caution, reprimand or warning, or any applicant to the UCO who discloses to the UCO any Police record of conviction, caution, reprimand or warning at the time of application.
2. To complete a risk assessment on the UCO DBS Risk Assessment Form for all members of staff/students/applicants whose DBS disclosure show a Police record of conviction, caution, reprimand or warning, or for applicants to the UCO who disclose to the UCO any Police record of conviction, caution, reprimand or warning at the time of application.
3. To decide on the appropriate course of action in the light of their deliberations as to whether a member of staff/student/applicant should:

Staff

- Have their offer of employment for the role in question rescinded
- Be allowed to continue in post
- Be allowed to continue in post subject to certain other requirements and support arrangements

Applicant/student

- Have their offer of a place on the course rescinded/leave the course
- Be allowed to continue with or begin their course of study
- Be allowed to continue with or begin their course of study subject to certain other requirements and support arrangements.

The Group may also decide to request further information before it makes a decision.

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Frequency of meetings

The DBS Risk Assessment Group will meet on an ad hoc basis.

Composition and conditions of membership

Staff

- HR Manager (Chair)
- A Member of the Senior Management Team

Applicant/student

- Vice Principal (Education) **or** Head of Clinical Practice (Chair)
- Academic Registrar or Deputy Registrar
- Nominated member of osteopathic profession who is also a Faculty member
- President of Student Union or their representative

Members serve as a condition of their role.

Quorum

The DBS Risk Assessment Group is quorate when 50% of the members are present including the Chair (with the President of the Student Union to be informed of all decisions regarding students in their absence).

Reporting

Reports to:

A summary report including anonymous listings is prepared for the Quality Assurance and Enhancement Committee and Academic Council.

Receives reports from:

The Chair of the Group would normally request from the member of staff/student/ applicant a brief, personal statement about the offence.

The Chair of the Group may request from the member of staff/student/applicant a reference from a recognised outside body who knows the member of staff/student/ applicant in the light of any conviction or caution.

The member of staff/student/applicant may provide any of the following documents as background:

- A pre-sentence report
- A probation report

Terms of Reference: Disclosure & Barring Service Risk Assessment Group (DBS RAG)**Amendment Record:**

| Date of Amendment | Type & Summary of Amendment | Amendment Approved By |
|--------------------------|--|------------------------------|
| Mar 2014 | Administrative – Amendment to reflect current role titles. | Committee Chair |
| Nov 2014 | Administrative – Amendment to reflect current role titles. | Committee Chair |
| Jul 2016 | Major – Amendments to reflect current practice. | School Management Team |
| Aug 2017 | Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy. | PRAG Chair |

AGREED