

**GUIDANCE FOR THE MANAGEMENT OF CASES INVOLVING SEXUAL OFFENCES IN THE SERVICE COMMUNITY
RISK MANAGEMENT ASSESSMENT FOLLOWING a) A CRB CHECK or b) A RECENT CONVICTION**

ANALYSIS

The desirable outcome of this assessment is effective risk management. However this should not be understood as ‘zero risk’ as this position can never be achieved. Risk management should be understood as harm reduction either through the reduction of the likelihood of a risk occurring or the reduction of its impact should it occur. The suitability for employment of a person with a criminal record or police intelligence will vary, depending on the nature of the job and the details and circumstances of any convictions/intelligence. It is recommended that you consider the following points when deciding on the relevance of the offences to particular posts:

SER	QUESTION	RESPONSE
1	How serious was the offence and what is its relevance to the safety of the subjects identified.	
2	How long ago was the offence?	
3	Any offence related facts that may have a bearing?	
4	Was the offence a one-off or part of a history of offending?	
5	Does the post involve one to one contact with children or vulnerable adults within such groups, as other service personnel, the public, potential recruits or dependants?	
6	What level of supervision will the post holder receive?	
7	Will the nature of the job present any opportunities for the post holder to re-offend in the course of work?	
8	Have the serviceman’s circumstances changed making re-offending more unlikely?	

9	What is the attitude of the individual towards the offence? What degree of remorse, or otherwise, have they expressed?	
10	Do the serviceman's annual reporting results indicate any relevant information for or against employment in this position?	

RISK ASSESSMENT

SER	QUESTION	RESPONSE
1.	Will the nature of the job present any realistic opportunities for the individual to re-offend at work?	
2.	Would the pattern of offending or any of the offences create unacceptable risks for other service personnel or those persons identified in Ser 4?	
3.	What practical measures can be put in place to reduce to an acceptable level or eliminate the risks?	

DRAWING A CONCLUSION

1. The conclusion must reflect a fair and responsible policy and practice based on a full assessment of the risks involved.
2. It should be borne in mind that there is a limit to the usefulness of information provided by disclosures. Disclosures only provide the basic facts, which are not put in context.
3. Using the responses above, chose one of the 3 levels of risk of harm from the boxes below in order to select the most appropriate risk of harm level for this assessment.

LOW	No significant, current indicators of reoffending	May be employed/retained in post.
MEDIUM	There are identifiable indicators of reoffending. The offender has the potential to cause harm but is unlikely to do so unless there is a change in circumstances, for example a breakdown in relationship, drug or alcohol misuse.	Should not be employed/retained in post if supervision will be needed. If some form of education or training would resolve issues, may be employed/retained, but chain of command would need to remain alert to any change of circumstance with a view to re-assessment.
HIGH	There are identifiable indicators of risk of serious harm. The potential event could happen at any time and the impact would be serious	Must not be employed/retained.

CONCLUSION/RECOMMENDATION

Number Rank..... Name.....

Appointment

Signed

Date

(