



Disclosure & Barring Service

BARRING DECISION PROCESS

NAME:

DATE OF BIRTH:

PRIMARY REFERENCE:

CASEWORKER NAME:

DATE REFERRAL RECEIVED:

	Final Decision	
	Child	Adult
Barred?	<input type="checkbox"/>	<input type="checkbox"/>
Auto-inclusion with Reps	<input type="checkbox"/>	<input type="checkbox"/>
Discretionary - Relevant Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Discretionary - Risk of Harm	<input type="checkbox"/>	<input type="checkbox"/>
Concluded at stage	<input type="checkbox"/>	
Circumstances of bar	<input type="checkbox"/>	

Stage	Completed by	Reviewed by	Signature	Level	Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Quality Assurance	
Signature	<input type="text"/>
Level	<input type="text"/>
Date	<input type="text"/>

Stage 1 ~ Initial Assessment

Which of the Schedule 3 / Schedule 1 powers appear to be relevant?

Tick relevant box(es) and explain reasons

	Test for Regulated Activity	Relevant Conduct	Risk of Harm
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brief outline of relevant conduct or risk of harm, and any evidence that the person is, has been, or might in the future engage in regulated activity:

Or reasons for not proceeding:

Caseworker name		Date of stage 1 decision	
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Stage 2 ~ Establish Relevant Conduct or Risk of Harm and Regulated Activity

Test for Regulated Activity Assessment	

		Yes / No
Children		
Adults		

Brief details of the caution, conviction or any competent body findings (must be treated as fact)

Background to referral / other information held (See stage 2 guidance)

List of documents		
Flag	Document	Date

Allegations or circumstances	
Summary of the evidence	Evaluate evidence

If further information was required but could not be obtained, please provide details:
If further information exists but has not been sought, please provide details:

Concluding statement about whether there is relevant conduct or risk of harm and evidence that the person is, has been, or might in the future engage in regulated activity:

Confidential when complete

	Test for Regulated Activity	Relevant Conduct	Risk of Harm
Children			
Adults			

Reasons for not proceeding

Caseworker name	Date of stage 2 decision

Stage 3 ~ Structured Judgement Process

Predispositional Factors – Harm-related intrinsic drives and interests

 1. Excessive / obsessive interest in sex

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

 2. Sexual preference for children

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

 3. Sexual interest in harming

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

 4. Any other significant sexual interest

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

 5. Intense interest in violence

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

 6. Any other significant interest linked to harmful behaviour

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

Cognitive Factors – Harm-supportive thinking, attitude and beliefs

7. Child abuse supportive beliefs

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

8. Entitlement to sex

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

9. Anti-social, pro-violence thinking and beliefs

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

10. Hostile attributions

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

11. Exploitative attitudes

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

12. Any other attitude endorsing harmful behaviour

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

Emotional Factors – Relationships

13. Emotional congruence with children

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

14. Inadequacy

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

15. Suspicious, angry, vengeful style of relating to others

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

16. Susceptibility to peer influence

Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

17. Poor intimacy skills


Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

18. Callousness / lack of empathy


Indications	Ref	Counter-indications	Ref
Level of Concern	█		
<i>Any additional comments:</i>			

Behavioural Factors – Self management and lifestyle


19. Impulsive, chaotic and unstable lifestyle

Indications	Ref	Counter-indications	Ref
Level of Concern			
<i>Any additional comments:</i>			


20. Irresponsible and reckless

Indications	Ref	Counter-indications	Ref
Level of Concern			
<i>Any additional comments:</i>			

21. Poor problem solving / coping skills

Indications	Ref	Counter-indications	Ref
Level of Concern			
<i>Any additional comments:</i>			

22. Poor emotional arousal / urge management

Indications	Ref	Counter-indications	Ref
Level of Concern			
<i>Any additional comments:</i>			

Please complete SJP Overview Matrix

Stage 3 ~ Structured Judgement Process (Cont)

Structured Judgement Process overview matrix

		Pre - Reps					Post - Reps				
		No Information	No Concerns	Some Concerns	Definite Concerns	Critical Concerns	No Information	No Concerns	Some Concerns	Definite Concerns	Critical Concerns
Predispositional Factors – Intrinsic drives / interests											
1	Excessive / obsessive interest in sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Sexual preference for children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Sexual interest in harming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Any other significant sexual interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Intense interest in violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Any other significant interest linked to harmful behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cognitive Factors – Harm-supportive thinking, attitudes & beliefs											
7	Child abuse supportive beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Entitlement to sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Anti-social, pro-violence thinking and beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Hostile attributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Exploitative attitudes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Any other attitude endorsing harmful behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emotional Factors – Relationships											
13	Emotional congruence with children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Inadequacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Suspicious, angry, vengeful style of relating to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Susceptibility to peer influence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Poor intimacy skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Callousness / lack of empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Behavioural Factors – Self management and lifestyle											
19	Impulsive, chaotic and unstable lifestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Irresponsible and reckless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Poor problem solving / coping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Poor emotional arousal / urge management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Stage 3 ~ Structured Judgement Process (Cont)

Summary of risk factors: Minded to Bar?	
Number of fields in which 'definite concerns' have been determined:	<input type="checkbox"/>
Are any of the risk factors assessed as 'critical' to risk of harm?	<input type="checkbox"/>
Which risk factors are assessed as 'critical'?	
Predispositional Factors – Intrinsic drives / interests	
The combination of risk factors recorded as present are central/causal to the harmful behaviour	<input type="checkbox"/>
The risk of future harm could reasonably be considered imminent (If the risk of future harm is considered imminent then advice should be sought from a Senior Officer regarding a mandatory 'duty to warn' relevant authorities and/or victims.)	<input type="checkbox"/>
The risk of future harm (potential for further victim impact) is too serious for a reasonable person to ignore	<input type="checkbox"/>
There is a strong belief that there is potential for escalation in harmful behaviour	<input type="checkbox"/>
Cognitive Factors – Harm-supportive thinking, attitudes & beliefs	
The combination of risk factors recorded as present are central/causal to the harmful behaviour	<input type="checkbox"/>
The risk of future harm could reasonably be considered imminent (If the risk of future harm is considered imminent then advice should be sought from a Senior Officer regarding a mandatory 'duty to warn' relevant authorities and/or victims.)	<input type="checkbox"/>
The risk of future harm (potential for further victim impact) is too serious for a reasonable person to ignore	<input type="checkbox"/>
There is a strong belief that there is potential for escalation in harmful behaviour	<input type="checkbox"/>
Emotional Factors – Relationships	
The combination of risk factors recorded as present are central/causal to the harmful behaviour	<input type="checkbox"/>
The risk of future harm could reasonably be considered imminent (If the risk of future harm is considered imminent then advice should be sought from a Senior Officer regarding a mandatory 'duty to warn' relevant authorities and/or victims.)	<input type="checkbox"/>
The risk of future harm (potential for further victim impact) is too serious for a reasonable person to ignore	<input type="checkbox"/>
There is a strong belief that there is potential for escalation in harmful behaviour	<input type="checkbox"/>
Behavioural Factors – Self management and lifestyles	
The combination of risk factors recorded as present are central/causal to the harmful behaviour	<input type="checkbox"/>
The risk of future harm could reasonably be considered imminent (If the risk of future harm is considered imminent then advice should be sought from a Senior Officer regarding a mandatory 'duty to warn' relevant authorities and/or victims.)	<input type="checkbox"/>
The risk of future harm (potential for further victim impact) is too serious for a reasonable person to ignore	<input type="checkbox"/>
There is a strong belief that there is potential for escalation in harmful behaviour	<input type="checkbox"/>
Does range of risk factors indicate that a positive barring decision is required? (Definite concerns across two or more fields or a critical concern in at least one risk factor)	
<input type="checkbox"/>	
Are there grounds for departing from the guidance provided by SJP? (Escalation required?)	
<input type="checkbox"/>	
Please specify:	

Minded to Bar assessment (including <i>if appropriate</i> which barred list) Patterns of risk factors and decision making

	Yes / No	If yes - Power
Children	<input type="checkbox"/>	<input type="checkbox"/>
Adults	<input type="checkbox"/>	<input type="checkbox"/>

Note: If Minded to Bar on a list where TRA has not yet been satisfied, you must undertake a disclosure history check at this point.

Test for Regulated Activity Assessment – Review

	Yes / No
Children	<input type="checkbox"/>
Adults	<input type="checkbox"/>

Is a specialist referral considered appropriate? <i>(If yes, escalate)</i>	<input type="checkbox"/>
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Caseworker name		Date of stage 3 decision	
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Stage 4 ~ Representations

Representations	
Representations received?	<input type="checkbox"/>
Provide a brief summary of representations:	

Review of Test for Regulated Activity
(This can include challenges to the test, and new information):

	Yes / No
Children	<input type="checkbox"/> <input type="checkbox"/>
Adults	<input type="checkbox"/> <input type="checkbox"/>

Stage 2 Review			
Do the representations challenge Stage 2 findings of relevant conduct or risk of harm? <input type="checkbox"/>			
<i>If yes, please summarise:</i>			
	Relevant Conduct	Risk of Harm	No
Children	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Adults	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Stage 3 Review	
Do the representations challenge the risk assessment?	<input type="checkbox"/>
<i>If yes, return to stage 3 and include additional relevant information from representations</i>	

Please summarise the changes to the sub-risk factors and levels of concern, and the overall impact on the risk assessment:

Does it remain appropriate to bar?	<input type="checkbox"/>	
Do the representations now satisfy the TRA for the second workforce? <i>(where they previously did not)</i>	<input type="checkbox"/>	
Does this now trigger the MTB process for the second workforce? <i>If yes, proceed with MTB process via secondary case</i>	<input type="checkbox"/>	
	Yes / No	If yes – power
Children	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Adults	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Caseworker name		Date of stage 4 decision	
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Specialist Referral

Is a specialist referral considered appropriate?
(If yes, escalate to a senior officer)



Stage 5 ~ Appropriate to Bar? (Decision)

Final review of appropriateness <i>(record any relevant issues)</i>			
Barring Decision	Children	Yes / No	If yes – power
	Adults		
Caseworker name			Date of stage 5 decision

Annex 1

Escalation to Senior Officer
Reason for escalation:
Specific issues for Senior Officer to address:
Caseworker recommendation:
Senior Officer response:

Specialist Referrals
Specialist referral carried out by:
Summary of report:
Conclusions: