







## **Recommendation 4: Carry out all other pre-employment checks and complete a fair pre-employment risk assessment as appropriate.**

1. If a shortlisted applicant has disclosed a criminal record that has given you concerns regarding their suitability for the role, before making a final decision, conduct a risk assessment and meet with the applicant to allow them to respond to any concerns.

a.

risks identified during a recruitment process and put in place any adequate safeguards deemed necessary to protect people who draw on services, regardless of whether or not the person has a criminal record.

b. The [Pre-employment checks & criminal record risk assessment](#) template is a criminal record risk assessment form which can be adapted to your needs.

c.

to

## **Recommendation 5: Make a final decision based on all information gathered within the recruitment process**

1. The recruitment decision should be based on relevant evidence gathered throughout the recruitment process together with your own judgement as to the suitability of the applicant and their fitness to carry out the role.

2. Accurately record reasons for the recruitment decision. You should be able to

criminal record rather than judging them as unsuitable just because they have a criminal record.

3. Where it is genuinely not possible to obtain overseas criminal record information, accurately record details of efforts made to:

i. obtain criminal records information, and

ii. gather all available information to confirm that the person is of good character.

For further information and templates to support you recruit safely and fairly, including checklists covering the whole recruitment process, data protection and record-keeping, please see our [Safe and fair recruitment guide](#).

Other useful links:

[CQC guide: DBS checks](#)

[Regulation 19: Fit and proper persons employed](#)