

THE UNIVERSITY OF ABERDEEN
DISCLOSURE SCOTLAND RISK ASSESSMENT
GUIDANCE NOTES

The Protection of Children (Scotland) Act 2003 requires that staff (and their supervisors/managers) whose duties include teaching, instructing, training, supervising or being in sole charge of individuals under the age of 18 must be subject to a Disclosure Scotland check.

In accordance with the requirements of our statutory obligations and the University's Disclosure Policy, all offers of employment (including those made to temporary and honorary members of staff) must be made subject to the receipt of a satisfactory Disclosure check. New members of staff are not permitted to take up their post until a satisfactory check has been received.

However, it has been recognised that there may be situations where the timescale associated with the checking process causes serious problems within a School/Section. In such circumstances, Heads of College or the University Secretary may, at their discretion, permit the new member of staff to commence employment. This permission would only be granted on the condition that adequate supervision in appropriate situations would be provided. If you are in any doubt about the kind of supervision which would be required, please contact the Human Resources Office.

This form should be completed as part of the normal recruitment process. It should be completed by the individual who will be supervising the postholder and must be authorised by the Head of College or University Secretary (or their nominated representative). Please send the form to the Human Resources Office once it has been completed.

UNIVERSITY OF ABERDEEN

DISCLOSURE SCOTLAND RISK ASSESSMENT

SECTION A – THE POST

Post Title : School :

Post Holder (if known) :

SECTION B – COMMENCEMENT OF EMPLOYMENT: RISK ASSESSMENT

The Disclosure Scotland checking process may take 4 – 6 weeks to complete. Do you wish to have the individual take up post before the check is received?

- Yes (Please continue with the risk assessment form)
- No (Please sign and date the form and send it to the Human Resources Office)

If yes, what are the consequences of this delay in the postholder starting work?

What exposure is the postholder likely to have to individuals under the age of 18?

What supervision arrangements would you put in place to ensure the protection of individuals under the age of 18?

Signed : Date :

SECTION C - AUTHORISATION

(To be completed by the Head of College/University Secretary)

I confirm that I: (please indicate)

- grant approval for the appointee to take up the post prior to receipt of the Disclosure Scotland check as a result of the supervision arrangements which will be put in place.
- confirm that the appointee must not take up the post until a satisfactory Disclosure Scotland check has been received.

Signed : Date :