

Disclosure and Barring Service (DBS) Policy

All persons working with children must hold a satisfactory enhanced DBS disclosure document, without this documentation under no circumstances will they be able to work unsupervised.

What we aim to do:

- When advertising a job, we also include in the description that a DBS will be required.
- On our application forms we ask if the applicant has a criminal record and if so to give details of the convictions/cautions.
- During our interviewing process the manager will ask all applicants if they have a DBS and if they are on the update service which we can access online with their permission.
- All new employees are enhanced DBS checked when they start working at Little Learners, and we encourage them to be signed up to the update service.
- We use UCheck to apply for our DBS. UCheck inform the setting of the results. We can see the results by logging on to our account.
- If an applicant has not got a DBS and was offered the position the manager would then ask the applicant to apply for a new DBS, whilst this procedure was taking place the applicant would not be left unsupervised with any children until the check came back and again, they would be asked to sign up for the update service.
- If a person has a DBS and is signed up to the update service, with their permission we can check their status online, but we require to see original documents to help match the details such as photographic identification, original DBC certificate, utility letter of the last three months to check address.

Dealing with a positive Disclosure and Barring (DBS) Check

All persons working at Little Learners will be subjected to have a DBS check, if should you DBS come back positive, we will follow our procedures below:

- All applicants applying for employment or volunteering to help in the nursery are requested to disclose any convictions on a separate form enclosed with the application form.
- Any positions advertised in the setting are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders' Act 1074, even if under the act, they would normally be regarded as "spent".
- Any individual who will be working within the setting on a regular basis will be required to undertake appropriate checks, including a police check through the Disclosure and Barring Service (DBS) at an enhanced level.
- The offer of any position of employment will be subject to a satisfactory DBS enhanced disclosure.
- Any disclosure of convictions will be dealt with in the strictest of confidence. A separate meeting would be arranged with the applicant and the Nursery Manager.
- A decision would be made after the meeting to assess that individual's suitability to be employed at the Nursery. If the outcome of the meeting is unclear, then the nursery will seek further advice from the Registering body, Ofsted. In keeping with our Equal Opportunities policy, disclosure of information will not automatically prevent the application from proceeding.
- Failure to disclose a criminal conviction could lead to termination of employment. In the event of an individual being employed and it is later identified that they have a criminal conviction we would follow the Recruitment policy and the probation period would be terminated.

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- A clear recording and outcome of these meetings will be kept on file and kept confidentially in the office of the management team. All information is strictly confidential.

Please also see the safeguarding policy, for what to do if we need to make a referral to DBS.

Reviewed and updated 15th September 2024 by Vicky George, Manager V. George

Next review: September 2025