



## **DBS - Disclosure Barring Service**

As a setting using the Disclosure Barring Service (DBS) to assess applicant suitability for employment, which have regular contact with vulnerable young people, we comply fully with the DBS Code of Practice and undertake to treat all applicants fairly.

Any individual who will be working at the setting has to undertake appropriate checks including a Police check through the Disclosure Barring Service at an enhanced level. Any positions are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders Act 1974, even if under the act, they would normally be regarded as spent. The offer of any position of employment will be subject to a satisfactory DBS enhanced certificate.

Until the original copy of the enhanced certificate has been presented the staff member will not be left in the sole care of any children within the setting, will not be allowed to change nappies, take children to the toilet or undertake any other personal care for any child within the setting's care.

Staff that have a CRB that was issued before 01 July 2013 will be expected to renew this with a DBS certificate no later than 3 years after the CRB issue date. On renewal of the staff's CRB/DBS they will be expected to sign up for the DBS update services or complete a DBS yearly. The setting will ensure that once a DBS has been completed the staff member's name, certificate number, date of birth, verifier and issue date is recorded and retained on file. Staff who have signed up for the portable DBS (update service) will be subject to a minimum of a yearly online update check undertaken by the setting, if the DBS certificate has been recorded as no longer current the staff member will be asked to renew their DBS within 5 working days at their cost.

Any disclosures or convictions will be dealt with in the strictest of confidence by the setting. 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, and then an urgent meeting will take place with the individual.

Depending on the nature of the conviction, a decision will be made as to whether the individual is suitable to remain employed. Ofsted will be informed if the employee is deemed unacceptable to work with children



This policy was adopted by

Fawkham Montessori Preschool

On

18<sup>th</sup> March 2020

Date to be reviewed

18<sup>th</sup> March 2021

Signed on behalf of the provider

*A. Mahoney*

Name of signatory

Abbie Mahoney

Role of signatory

Pre-School Manager