

2.2 Obtaining a DBS Check

EYFS: The Safeguarding and Welfare Requirements
3.9–3.12

Policy Statement

At Hopes and Dreams Montessori Nursery we are committed to ensuring that all staff, including students, volunteers and any agency/supply staff are suitable to fulfil the requirements of their role in order to work with or be in regular contact with children. We have effective systems in place to ensure that this includes making a decision about suitability, as part of the recruitment process and monitoring continued suitability, as part of regular staff and/or student supervision.

Procedures

DBS Checks on new staff and volunteers

The Nursery Manager and HR Manager are responsible for ensuring that all staff and volunteers have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, staff may work in the Nursery before these checks are completed but they must be supervised at all times by staff who already hold an enhanced check and the check has been applied for.

The company that we use to obtain these checks is UCheck and it is done online at the following link: <https://www.ucheck.co.uk/online-dbs-checks-for-employers/>. The nursery pays for the initial check.

The Nursery Manager, Deputy Manager and HR Manager are registered as verifiers, and they know the log in details to apply for the application. A minimum of 3 forms of original identification are needed. A list of valid identification is available from the HR Manager

Once processed, paper copies will be sent to the applicant and the Nursery has full access to all the information including the disclosure number, which we then keep on record in the staff member personnel file.

We also register all staff on the Update Service at the same time as we apply, using the E number given on the application. Staff are also asked to complete a 'DBS Online Update Check Permission Form' which gives the Management Team permission to check their online DBS disclosure at any stage during their employment with Hopes and Dreams Montessori Nursery.

If new staff members/volunteers already have up to date DBS then Management must see the original and record the disclosure number and any relevant information on the DBS Disclosure Check form.

- If they are already on the update service, then we do not need to apply for a new one. They need to complete the 'DBS Update Service Check Permission Form' so that Management can check if there are any changes to their disclosure since it was issued.
- If they are not on the update service, we apply for a new one, following the procedures above.

All Nursery staff will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will **never**:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by staff holding an enhanced check
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the Nursery day.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and Nursery Management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure. Please see policy **2.1 Safe Recruitment of Staff**.

We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the Nursery. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

DBS Update Service

We aim to have all staff registered on the update service, so as a Nursery, so we pay for the annual update. Whilst we keep a record of when the annual update is due, the onus is on the staff member to let us know when they receive the reminder and failure to do this, leading to the update service lapsing, will mean that we have to complete an application for a new DBS check at the staff's own cost.

Students

All students will also receive an interview to ensure they are suitable for the Nursery and an induction process to ensure they fully understand and are able to implement the Nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require. Students should have their DBS Checks carried out by the college. Management will be required to see the original and complete the relevant form. If students are also on the update, then we will ask that they complete the permission

form for us to check online at any point during their placement at Hopes and Dreams Montessori Nursery.

Agency Staff

We request confirmation that all necessary checks have been completed by the agency before using any supply/agency staff. We have a short induction prior to them working with the children. It is our policy that all agency/supply staff are fully supervised and never left alone with children.

Once checks are obtained, we record the criminal records check reference number, the date the check was obtained and details of who obtained it. We also collect this information for any agency/supply staff prior to using them.

Recruitment of Ex-Offenders

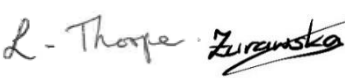
We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select candidates based on their individual skills, qualifications and experience.

If a DBS disclosure displays criminal activities, it is to be decided between the Nursery Management team, whether or not the candidate should be taken on or if already employed, kept. This would be treated on an individual case basis taking into account the following:

- seriousness of the offence or other information
- accuracy of the person's self-disclosure on the application form
- nature of the appointment including levels of supervision
- age of the individual at the time of the offence or other information
- the length of time that has elapsed since the offence or other information
- relevance of the offence or information to working or being in regular contact with children.

Legal framework

- Equality Act 2021
- EYFS 2021
- Rehabilitation of Offenders Act 1974
- Disclosing and Barring Service

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| Reviewed: April 2022 | Next review date: April 2023 |
| Signed on behalf of the nursery:  | |