



Tickton Pre-school and Play Pals DBS

Policy.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

EYFS

Statement of intent:

It is a requirement of the DBS's Code of Practice that a body using a DBS service must have a written policy on the correct handling and safekeeping of Disclosure information.

General Principles:

As an organisation using the Criminal Records Bureau Disclosure service to help assess the suitability of applicants for positions of trust, Tickton Pre-school complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation, including; the safe handling, use, storage, retention and disposal of Disclosure information.

All managers, staff members, volunteers and members of the parent committee must have a DBS/CRB check completed.

No disqualified person may work or volunteer at Tickton Pre-school and Play Pals in any capacity.

The staff team will have their DBS completed under CAPITA online in conjunction with the manager. It is the manager's responsibility to ensure all staff have clear DBS checks in place.

The parent committee and setting manager will have DBS checks completed online in conjunction with Ofsted's regulations and statutory requirements.

All staff and committee members must have a DBS check with a satisfactory outcome to be involved with and/or work at Tickton Pre-school and/or Play Pals.

It is the responsibility of the setting chair-person of the parent committee to ensure the setting manager has a clear and up to date DBS check.

New members of staff must sign up to the online Ofsted update service for DBS checks - (<https://www.gov.uk/dbs-update-service>)

Staff must understand that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. Staff must tell the setting manager.

DBS checks must be in place before any adult has any unsupervised access/contact with any children within the setting.

The setting chair-person and setting manager will hold a record of all DBS/CRB checks reference numbers, dates of obtained disclosures and details of who obtained the check (EYFS).

The parent committee chair person and manager must ensure that committee members of the parent committee have clear DBS checks completed.

Staff members and committee members are expected to disclose any convictions, cautions, court orders, reprimands and/or warnings which may affect their suitability to work with children (whether received before or during their employment at the setting) (section 75 of the Childcare Act). No staff member may have unsupervised contact with any child at the setting without a completed and clear DBS/CRB check.

Given the confidential nature of the Disclosure information, the setting manager will ensure that it is stored securely. Documents will be locked away separately, in lockable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

The setting agrees to comply with the provisions of the Criminal Records Bureau Code of Practice and Ofsted.

Students from other educational institutes - including colleges and advanced educational facilities including Best Practice will be expected to bring their 'student' DBS/CRB check

disclose with them (if relevant) and present it to the manager during the induction process. Students on placement will not have any individual accesses to any child – this includes changing children and/or supporting children in the WC areas without appropriate staff supervision.

Disposal once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means e.g. by shredding. While awaiting the destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy of the Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number and the details of the recruitment decision taken.

Consequences of failure to reveal information

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or the termination of employment if it has commenced.