



## **Disclosure and Barring Suitable Person Policy**

The Nursery Manager is responsible for ensuring all staff, including contractors, bank staff, students and volunteers, are suitable to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks as well as other sources, such as employer references, identity checks and qualification checks, amongst others .

Where possible new staff will have the checks completed prior to starting employment.

However if there are delays in checks coming through, as a last resort, candidates may work in the nursery before these checks completed as long as they are supervised by registered and DBS checked staff at all times.

All nursery staff will be informed of those members of the team awaiting enhanced DBS clearances. Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by registered staff
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Look at a child's learning and development log
- Have access to children's personal details and records

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and participates fully in every other aspect of the nursery day.

We recognise that the enhanced DBS disclosure is only part of a suitability decision and nursery management will ensure each individual working with a child goes through a vigorous recruitment and induction procedure. 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.

## TYPES OF DISCLOSURE AND BARRING SERVICE

There are three types of Disclosure: Basic, Standard and Enhanced. Eligibility for Disclosures is underpinned by law. The level of the check required is dependent on the exposure and risk associated with the relationship between the individual and the children and/or vulnerable groups.

**Basic** - A Basic Disclosure contains details of convictions considered to be unspent under the Rehabilitation of Offenders Act 1974 (ROA) or states that there are no such convictions. Anyone can have a Basic Disclosure.

**Standard** - Standard checks are for people entering certain professions, such as members of the legal and accountancy professions. Standard checks contain convictions, cautions, reprimands and warnings held in England and Wales on the Police National Computer, relevant convictions in Scotland and Northern Ireland may also be included.

**Enhanced** - These are for posts that involve a far greater degree of contact with children or vulnerable groups. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. This level of check involves an additional level of check to those carried out for the Standard check - a check on local police records.

Where local police records contain additional information that may be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced check.

The nursery will require an enhanced check for all staff, which provides an additional level of security for vulnerable groups. Disclosure information is only used for the specific purpose for which it has been requested and for which the applicant's full consent has been given.

### NURSERY REQUIREMENTS

- DBS certificates are required for all existing and new nursery employees regardless of whether they are in a childcare role or not.
- DBS checks are also required for students, volunteers, bank staff and contractors.
- New staff joining the nursery, regardless of whether they have an existing CRB certificate, will be required to undergo a DBS check at or before the commencement of employment.
- New staff joining the nursery with existing DBS certificates obtained from other

organisations are only accepted by the nursery if the employee is registered for the government's update service and permission is granted to us to access the information prior to commencement of employment. Otherwise a new DBS will be required.

*Our Policies and Procedures are reviewed yearly.*

*Many Thanks,*

*Eleri Thomas*