



Procedures

DBS PROCEDURE

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

The Preschool is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required for all staff and regular volunteers.

The Preschool Managers & Nominated Committee Members will follow the procedure detailed below when a new member of staff is employed;

1. It is in accordance with the published advice from OFSTED that the Preschool Managers and Committee will perform Enhanced DBS checks on:-
 - People when they are newly employed by the group
 - Parents or volunteers who help at the preschool on a regular basis
 - People who only have a Standard Disclosure
 - Students if they do not hold one through the college.
2. The Preschool Managers will notify all applicants for any position at the preschool that a DBS check will be carried out. They will be informed at the point of offer that we are a ‘Safer Recruiter’ and as such a cleared DBS check is required. Applicants will also be told at interview that a DBS check will be carried out.

Staff/Volunteers/Students DBS applications

3. All DBS applications are processed on-line.
4. The Preschool Manager will provide the new applicant with the website link, user name and password to enable them to begin the process of applying for their DBS check.
5. Upon completion of the online form, the applicant submits it. They must then produce the ID they have declared in their application, to the Preschool Manager / Preschool Administrator / nominated Committee person.
6. Once the documentation has been seen, the Preschool Manager / Preschool Administrator / nominated Committee person then needs to login to the system and complete section Y before submitting the application.
7. The Preschool Manager / Preschool Administrator / nominated Committee person will be notified by email on the success of the application

8. An unsuccessful application will result in the retraction of offer of employment/voluntary placement.
9. If successful, a DBS certificate will be sent to the individual. This then needs to be shown to the Preschool Manager for the relevant dates to be logged.
10. The Committee will keep a record of the certificate number and any relevant information and add it to the list of certificate numbers.
11. Positions within the preschool are exempt from the Rehabilitation of Offenders Act so that individuals are not allowed to withhold details of previous convictions
12. The Preschool Manager and Committee reserve the right to seek a DBS check where we have grounds for concern about the suitability of an existing member of staff, and will obtain their consent before doing so.
13. Reviews of DBS checks will be undertaken on a regular basis.
14. Staff will be placed onto 'The Update Service' and annual checks performed.

DBS Checks for Preschool Managers and Committee Members

- Ofsted state that suitability checks must be carried out on a new manager before they commence employment. A DBS check will therefore be carried out by the Chairperson along with obtaining 2 references with one from the last place of employment and one from the last childcare position. A probation period will also apply.
- All Committee Members must follow the procedures for registering with Ofsted and being confirmed as a 'Nominated Person'. These procedures are held on file and a copy is issued on the evening of the AGM.
- On return of the DBS certificate this must be shown to the Preschool Manager for the relevant dates to be logged.
- The Chairperson will receive a suitability letter for each committee member which needs to be filed in the DBS folder
- Unsuccessful applicants will be dealt with in the same way as staff members / volunteers / students – see point 8.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____