



DBS Policy:

As an organisation using the Disclosure Barring Service (DBS) to assess applicant's suitability for employment, which have regular contact with vulnerable young people, Goudhurst Village Pre-School complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. The Chair or Business Manager will carry out the DBS check using online Disclosure Services at www.disclosureservices.com

Any individual who will be working in the Pre-School has to undertake appropriate checks including a Police check through the Disclosure Barring Service at an enhanced level.

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 to the Manager or Chair of Trustees 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 nurseries 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. The Pre-School Manager 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 will be signed up for the portable DBS (update service) and will be subject to a yearly (or management's discretion) online update check undertaken by the Manager/Trustees, if the DBS certificate has been recorded as "no longer current" the staff member will be asked to renew their DBS within 5 working days at their cost. If a member of staff ceases employment with the pre-school within a year of their start date they will be required to repay the whole cost of the DBS and update service in their final salary.

Any disclosures or convictions will be dealt with in the strictest of confidence by the Manager/Trustees. Staff are required to complete a declaration yearly, in which they agree to state any criminal convictions they acquire after the completion of their DBS. 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 as well as the DBS team. Referral helpline: 01325953795

Secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) disclosures and disclosure information General Principles:

We use the Disclosure and Barring Service (DBS) to check the suitability of applicants who work with or have contact with children. Goudhurst Village Pre-School complies fully with the DBS

Code of Practice about the correct storage, handling, use, retention and disposal of disclosures and disclosure information. We also meet our obligations under the Data Protection Act 1998 and other relevant legislation about the safe storage, handling, use, retention and disposal of disclosure information. Usage Disclosure information is only used for the specific purpose for which it was requested and for which the applicant has given full consent. Retention once we have made a decision about the suitability or fitness of an applicant or a recruitment decision, we do not keep disclosure information for any longer than necessary. In very unusual circumstances, we may keep disclosure information for up to six months. In this case we will consult the DBS about this and will fully consider the data protection and human rights of the person before doing this. Over this time, we will meet the usual conditions about the safe storage and strictly controlled access of the disclosure information. When we reach a decision, or once the retention period has ended if this is later, we will make sure that we destroy any disclosure information immediately and securely by shredding. We will not keep any photocopy or other image of the disclosure or any copy or details of the contents of a disclosure after the retention period has ended. The only information we keep is a record of the date of issue of a disclosure, the name of the subject, the type of disclosure (standard or enhanced) and the job the disclosure was requested for, the unique reference number and the suitability, fitness or recruitment decision.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the Provider

Name of signatory.....

Name of signatory.....

Role of signatory.....