



Scalliwags Pre-School CIO

Safeguarding Children

Disclosure Barring Service (DBS)

General Principles

The Setting follows the recommendations of OFSTED and Kent County Council (KCC) regarding DBS checks.

The Setting ensures that all staff, both temporary and permanent, hold an enhanced DBS certificate gained via the Setting.

Despite all staff having enhanced checks it is the Setting's policy that staff should not ordinarily have unsupervised access to the children.

All Committee members have an enhanced DBS certificate.

The Setting chooses to carry out DBS checks on regular* parent helpers.

Visitors to the Setting who do not have an enhanced DBS certificate will never have unsupervised access to the children in our care.

* Regular is defined as four or more occasions in a 30-day period.

Policies

It is a requirement of DBS Code of Practice that a body using a DBS service must have a written policy on the correct handling and storage of disclosure information.

The Setting fully complies with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of information. It complies in line with its other obligations under the Data Protection Act.

It is the Executive Manager's responsibility to ensure that all staff have up-to-date DBS checks, and that all information is held appropriately and lawfully.

It is the responsibility of the Setting chairperson that the Executive Manager has an up-to-date DBS check.



Scalliwags Pre-School CIO

The Executive Manager will hold a record of all DBS checks reference numbers, date that the check was obtained, and who obtained the check.

Staff are expected to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children.

As a result of the confidential nature of this information obtained, relating to previous convictions etc and that necessary for the DBS check, all information will be stored securely. If stored on a computer, the profile will be password protected. Physical documents will be kept in a locked space, and access is controlled to those who are authorised to view in accordance with their duties. Once the retention period has elapsed, the information is destroyed by secure means.

Failure to reveal information relevant may lead to the withdrawal of an offer of employment or the termination of employment should it have commenced.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		