

Cold Ash Pre-school: DBS Checks Policy

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedure, to safeguard children>

Policy statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and trustees to share this commitment. 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) when people join the pre-school.

In addition, all staff must subscribe to the DBS Update Service; this enables us to carry out annual 'status checks'.

When a person adds their DBS certificate to their Update Service account, the DBS will search regularly to see if any new information has come to light since it was issued. The frequency of these searches on enhanced DBS checks are as follows:

- For criminal conviction and barring information, the DBS will search for updates on a weekly basis.
- For non-conviction information, the DBS will search for updates every nine months.

Procedures – Enhanced DBS Check:

- All staff and trustees must have an enhanced DBS check carried out when they join the pre-school.
- Trustees must apply directly to the DBS (details on how to do this are issued to trustees when they join). The cost is £8.10, that CAPS will reimburse.
- Staff are unable to apply directly for their checks. CAPS uses the DBS e-bulk service to carry out initial staff checks; this service is managed by our Administrator who is responsible for organising and paying for these checks promptly.
- Should a member of staff require a new DBS check, for example if they change their name or a 'status check' reveals new information during the duration of their employment; CAPS will pay the fee(s). New checks will need to be submitted via e-bulk as above.

Procedures – Update Service Registration (and continued subscription):

- Trustees must register for the Update Service within 28 days of receiving their DBS application reference number. The service is free for volunteers. A subscription to the Update Service lasts for one year; trustees should renew their subscription for the duration of their time on committee.
- Staff must register for the Update Service within 28 days of receiving their DBS e-application reference number; the cost is £13 which CAPS will reimburse. A subscription to the Update Service lasts for one year; staff must continue to renew their subscription annually for the duration of their employment – the annual fee will be reimbursed each year.

PLEASE NOTE: Failure to register for and maintain continuous subscription to the DBS Update Service will result in a new enhanced DBS check being required. The cost of this new check will not be covered by CAPS; staff will be expected to cover the cost themselves.

Legal framework:

- The Rehabilitation of Offenders Act (ROA) 1974.
- Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975
- Safeguarding Vulnerable Groups Act 2006
- Part 5 of the Protection of Freedoms Act 2012

Further guidance:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

<https://www.gov.uk/dbs-update-service>