



# FOUNDATIONS

## DAY NURSERY

Est. 2010

### **Disclosure and Barring Service (DBS)**

As an organisation using the Disclosure Barring Service (DBS) to assess applicant's suitability for employment, which have regular contact with vulnerable young people, Fun Foundations Day Nursery complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

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

Any positions are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders Act 1074, even if under the act, they would normally be regarded as "spent"

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 Management Team 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.

Staffs 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 Nursery 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 who have signed up for the portable DBS (update service) will be subject to a yearly (or management's discretion) online update check undertaken by the Senior Management Team, if the DBS certificate has been recorded as "no longer current" the staff member will be asked to renew their DBS within 5 working days at their cost.

Where an Enhanced DBS check is to form part of the recruitment process, we will ask all applicants to disclose details of their criminal record at an early stage. This information will only be seen by those that need to as part of the recruitment process and not retained on the staff member's file. Failure to reveal information that is directly relevant to the position sought may lead to the withdrawal of an offer of employment.

Any disclosures or convictions will be dealt with in the strictest of confidence by the Management Team.

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, an urgent



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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. CIW will be informed if the employee is deemed unacceptable to work with children.

Signature	Date for review
A. Ferguson.	June 2026