

DBS Policy & Expectations

It is the Policy of the Centre to uphold, maintain and implement all expectations of the 'Leeds Safeguarding Children Board'.

Any new practitioner working directly with the children will not be allowed to commence employment at Bright Beginnings Childcare Centre until a clear enhanced DBS check has been received.

Gillian Marsden, Acting Centre Manager and Angela Hynes, Communications Manager can access the online GBG system for enhanced Disclosure and Barring Service (DBS) These managers can create an applicant and verify the identity documents of potential employees.

Any new member of staff on the DBS update service will be asked for permission to check their clearance and their identity. This follows the guidance and updates from The University of Leeds.

All staff will be monitored as to their suitability to care for children with their line managers. The completion of the Disqualification by Association form around changes in personal circumstances affecting suitability to work with children will be completed at induction and then every August. Staff will be asked to confirm their suitability around disqualification and disqualification by association at their one to one meetings, this is clearly stated on the one to one paperwork.

Failure to complete and return the Disqualification by Association form could be regarded as a disciplinary matter, which may result in dismissal.

This Policy was adopted on	30 th August 2017
Signed on behalf of the Centre	Angela Hynes
Date for review	30 th August 2018