



DBS and other Checks Policy (for all staff & visitors including, students, work placements, volunteers and contractors)

We will prevent people posing a risk of harm to children through their work within this provision. This will be done by adhering to statutory responsibilities to check everyone who works in the provision with the appropriate DBS checks, taking proportionate decisions on whether to ask for any checks beyond what is required.

We know the Disclosure and Barring Service is available and we will contact them to help us make safer recruitment decisions including the type of DBS check where required. The DBS are responsible for:

- processing requests for criminal records checks.
- deciding whether it is appropriate for a person to be placed on or removed from a barred list.
- placing or removing people from the DBS Children's Barred list and Adults' Barred list for England, Wales, and Northern Ireland.
- providing an online DBS service.

Further enquiries and clarification will be sought when needed from other organisations and agencies.

We will contact the **Regional Outreach Advisor for the East Midlands (03001 052974/ DBSRegionaloutreach@dbs.gov.uk)** if we have any questions or require further advice on the Disclosure and Barring Service.

We now advise all staff (where appropriate) including applicants to join the DBS Update Service at the point of application to enable current and future status checks to be carried out by the senior leadership team.

Under our statutory duty we know and understand we **must** have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to safeguarding concerns, or would have been had they not resigned.

Overseas checks

We will ensure all individuals who have lived or worked outside the UK undergo the same checks as all other staff in early years providers, schools, or colleges. This includes obtaining:

- an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK or criminal records checks for overseas applications.
- any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered.

- where overseas checks are not available, seeking alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Following the UK's exit from the EU, we will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world.

Agency and supply staff

We will ensure we obtain written notification from any agency or organisation that they have carried out checks on individuals who will be working in our provision, including written confirmation that an enhanced DBS certificate has been obtained.

We will induct all supply/agency staff and share with them this safeguarding and child protection policy and other policies deemed relevant for them to carry out their duties, safely and consistently.

The allegations against staff, volunteers and carers will apply to supply/agency staff. Whilst we are not the employer of supply/agency staff, we will take responsibility and will ensure allegations are dealt with properly. The senior leadership team will discuss with the supply agency whether it is appropriate to suspend the supply/agency staff member or redeploy them to another part of the early years and childcare provider, if possible, whilst they carry out their investigation. They will also keep track of any enquiry and investigation and keep records.

Contractors

We will ensure:

- we share our safeguarding requirements with the organisation.
- that any contractor wanting access has company ID, and this is checked and visible.
- contractors will not be left unsupervised or engage in regulated activity unless verified to do so.
- any contractor, or any employee of the contractor, on site, will be subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information). Where the contractor does not have opportunity for regular contact with children, we will decide on whether a basic DBS disclosure would be appropriate.
- records are kept of checks carried out and any additional reassurances the early years and childcare provider has sought.

Visitors

We understand we have many different types of visitors to our provision including those with a professional role, those connected with the building, ground maintenance, children's relatives or other visitors attending an activity. We will use our professional judgement about the need to obtain DBS checks or barred list checks and about the need to escort or supervise visitors while in our provision.

We will ensure all visitors who are visiting in a professional capacity will have their ID checked and be assured they have had the appropriate DBS check.

Volunteers

We will ensure under no circumstances that a volunteer on whom no checks have been obtained will be left unsupervised or be allowed to work in regulated activity. We will ensure volunteers are adequately supervised.

We will undertake a written risk assessment and use our professional judgement and experiences when deciding what checks are required on volunteers. We will obtain an enhanced DBS check for all volunteers who are new to working in regulated activity with children. We are aware the DBS does not charge for checks on volunteers.

Students/adults on work experience

We will induct all students/adults on work experience and share with them this safeguarding and child protection policy and other policies deemed relevant for them to carry out their duties, safely and consistently.

We will use a written risk assessment with the student/adult to determine suitability and expectations around the placement when commencing.

If the work experience student/adult is 16 years of age or over, we will seek a DBS check. If there are any concerns about this student, we will apply the allegations against professionals, volunteers, and carers criteria as an adult.

If the work experience student/adult is under 16 years of age, in some circumstances we will seek a DBS check, to help determine this, we will seek advice. If there are any concerns about this student, we will follow local children's safeguarding procedures.

How to ensure the ongoing safeguarding of children and the legal reporting duties on employers

We understand that safer recruitment isn't just about carrying out the right DBS checks and is not limited to recruitment procedures. The senior leadership team has processes in place for continuous vigilance, maintaining an environment that deter and prevents abuse and challenges inappropriate behaviour.

All staff understand the processes and procedures to follow if they have concerns about poor or unsafe practice or potential failures in the provision or if they have a safeguarding concern about another staff member. This will include all concerns and allegations being reported, recorded, and dealt with promptly and appropriately.

We are aware there are limited circumstances where we may need to carry out new checks on existing staff. These are when:

- an individual moves from a post that was not regulated activity with children into regulated activity with children.
- there has been a break in service of 12 weeks or more.
- there are concerns about an individual's suitability to work with children.

Under our statutory duty we know and understand we **must** tell Ofsted about any allegations of serious harm or abuse anywhere by any person at the premises who is:

- living there
- working there
- looking after children there

Under our statutory duty we know and understand we **must** Report a serious childcare incident or notify significant events as soon as practical to Ofsted within 14 days.

This policy was adopted on	Signed on behalf of the nursery	Date for review
August 2025		August 2026