



**EYFS: The Safeguarding and Welfare Requirements**  
**3.9 – 3.13**

## **Suitable People**

### **3b.1 Procedure of Obtaining DBS Clearance.**

#### **Policy Statement**

To ensure the safety of the children who attend Auden Place Community Nursery, all Management Committee, nursery staff, volunteers and any other people that may be left unattended at the nursery, such as the accountant, must undergo an enhanced DBS disclosure. (Police Check)

#### **Procedures**

##### **Checks on Nursery Staff/Volunteers etc.**

The company that we use to obtain these checks is UCheck (NDNA) and it is done online at the following link:

<https://www.ucheck.co.uk/online-dbs-checks-for-employers/>

The manager and deputy manager are registered as verifiers and they know the log in details to apply for the application.

(If the new staff member does not have an email account, you can still access paper applications directly from UCheck)

Once processed, paper copies will be sent to the applicant and they are asked to bring them in for us to see the original, but we can also access all the information including the disclosure number, which we then keep on record.

On employing new staff, taking on volunteers etc. if they have their own DBS then the manager must see the original and record the disclosure number. We will then still apply for a new one. The old one is valid whilst awaiting their new one. Three forms of original identification are needed. A list of valid identification is available from the nursery manager.

##### **Checks on Management Committee Members**

UCheck do not carry out DBS check for The Management Committee. On becoming a director, these individuals need to complete Ofsted EY2 forms online on the following link:

<https://online.ofsted.gov.uk/OnlineOfsted/default.aspx>

They will also need to go online to <http://www.ofsteddbsapplication.co.uk/Step-One.aspx> to complete the DBS check. They will need to complete parts one and 2 using "ofsteda" as the organisation reference. Part three is printing off the ID check form which they need to bring into the manager along with their relevant identification. The manager will then verify their information and send it to Capita. Once everything is complete, we will receive a letter from Ofsted to say that they are suitable. The committee member also needs to bring in their DBS disclosure to the manager to record the details.

Any staff that we take on without DBS disclosures, can be taken on at the discretion of the management, but it would be applied for on day one. We will not accept volunteers until their clearance arrives under no circumstances except for those who are still of school age.



Staff awaiting their police checks, must not be left alone with children at any point in time, nor are they allowed to change children's nappies. All staff will be made aware of whom these are. This must be dealt with in a sensitive manner so that the new staff member understands that it is just procedure, and we in no way distrust them.

#### **Recruitment of Ex-Offenders**

If a DBS disclosure displays criminal activities, it is to be decided between the management team, whether or not the staff member should be taken on or if already employed, kept. This would depend on the nature of the offence. (Please see policy 3b.3 - Recruitment of ex-offenders for further information)