

DBS Policy and Procedure

As an organisation using the Criminal Records Bureau (DBS) Disclosure service to assess applicants' suitability for positions of trust, namely Nursery Nurses with regular contact with young people under the age of 18, KiddyKare complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure (e.g. Nursery Nurse) on the basis of a conviction or other information revealed. However, please note that anyone who has been convicted of an offence or whose name has been included on lists of people considered unsuitable to work with young persons under the age of eighteen will not be deemed suitable for working with children. It is also an offence for people convicted of such offences to apply for work with young persons.

In summary KiddyKare must have:

- 1) seen the individual's copy of the original Disclosure obtained; and
- 2) obtained the individual's consent

When KiddyKare is aware that an individual has had a check carried out on him or her, a copy should be seen and a note that it has been seen together with the unique number of the check placed on file. In addition, KiddyKare with the consent of the individual (this is a note in the registration form to say that KiddyKare will be contacting any previous employer for the purposes of verifying any existing Disclosure(s)) this will verify that the Disclosure(s) was properly obtained.

To do so, KiddyKare will contact the first Registered Body (on the candidates DBS) and seek verification of the fact the Disclosure(s) was sought, the date of the Disclosure(s) and the level of that Disclosure. The first Registered Body is not permitted to send a copy of the original Disclosure(s) or to verify that there was nothing on the Registered Body's copy of the Disclosure(s) that was not on the individuals copy. For an Enhanced Disclosure there may well be a discrepancy but the first Registered Body cannot disclose either the information or the fact that there was information.

N.B. The DBS can say whether or not there was additional information that was not disclosed on the applicant's copy but the DBS may not disclose the details of that information and, therefore, under both of the above routes, KiddyKare will need to obtain a new enhanced Disclosure.

In the event of the candidate not holding a current Enhanced DBS or the application of a new certificate KiddyKare are registered with Atlantic Data a DBS disclosure application umbrella body. Applications can be made and tracked at www.disclosures.co.uk.

In the event of placing a member of staff into a nursery whilst applying for a current DBS the nursery will be informed and can make the decision as to whether they would like to accept the member of staff with the understanding that no DBS is currently held. Authorisation of this will be requested.

Please note: KiddyKare only accept Enhanced childcare DBS's not the Standard DBS.