

## Safer Recruitment Policy

### Safeguarding Children

Bright Blocks Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed Safeguarding Children policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### Checks on Staff Suitability

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Checks undertaken by the early years setting will include:

- an explanation from you for any *gaps in your employment*
- *references*, with at least one being from your current or most recent employer
- a satisfactory *enhanced DBS check* and subscription to the DBS update service
- *proof of essential qualifications*
- completion of a *medical questionnaire* that is satisfactory to the setting
- *proof of your identity*
- *proof of the right to work in the UK*

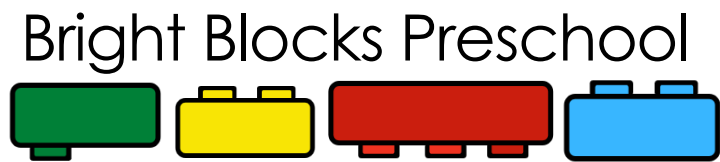
If employees are unable to provide satisfactory suitability checks, or refuse to undertake any of the suitability checks, the staff member will not be able to continue working for the preschool.

### Disclosure and Barring (DBS checks)

All staff are required to have an enhanced DBS check completed as part of the employment offer. Existing staff will need to have a new DBS check every 3 years unless they are registered with the DBS Update Service. All staff will need to have their Suitability verified at each supervision (Line Management Meetings) but are required to inform the Preschool Manager immediately if they believe that anything arising in between supervision means their suitability may need to be confirmed. Any discussion will be treated in strict confidence.

### DBS Update Service

To ensure we safeguard the children in our care, Bright Blocks Preschool requires employees to subscribe to the DBS Update Service which has been set up to allow regular checks for new information on employees' suitability. If you have already subscribed to the service, we require your consent to perform checks as required. If you have not yet subscribed, you will need a new



# Employee Handbook

enhanced DBS check, and we require you to subscribe to the DBS Update Service within 30 days of receiving your new certificate. You must maintain this subscription throughout your employment with us.

As subscription to the DBS Update Service is transferable between jobs, you are personally responsible for the cost of subscription. If you fail to register or maintain your subscription, the cost of any subsequent checks will be deducted from your pay.

## DBS Checks and Storage

We will record the name of the person concerned, the date that a certificate was issued, the position for which the certificate was requested, the unique reference number of the certificate, the type of DBS check and details of who obtained the check.

## Ongoing Suitability

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment at Bright Blocks Preschool.