

Glaisdale Playgroup DBS Policy. (Disclosure and Barring Service check).

At Glaisdale Playgroup we do not allow parents/helpers to have unsupervised access with children if they have not completed an enhanced DBS check. Committee members are required to complete these by law, all other parents are encouraged to complete a check to ensure they can have enhanced involvement in the group.

Checks.

Enhanced DBS checks are carried out by OFSTED, in relation to committee members and the nominated person.

And an independent company, CAPITA in relation to staff members and volunteers. Identification for Capita is verified by Janet Houlston who is authorised by them to check the necessary documentation.

Records.

Details of the number of the certificate, date of issue, who requested its issue are held on record.

Disclosure of Information.

We will only allow OFSTED access to the certificate number of a person's DBS on request. If asked for these details by another party we will consult with the person concerned before details are released.

The information will be held for as long as that person is employed by or helping in the group.

As new policy or guidance comes into effect we will abide by it. All members of paid staff will be vetted by the required body, no person will be employed until they have completed all necessary checks and have an enhanced DBS.

See also Safer Recruitment policy, Safeguarding Policy and Health and Safety Policy.

This policy was adopted on ...01/09/2018

(signed on behalf of the committee by) H.Purtill