

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF
 Ofsted URN:
 Charity Number: 1162991

Disclosure and Barring Service Policy

Policy Statement

W.I.S.P.S takes the safety of the children in their care seriously and ensures that all people, (employees, trustees, volunteers etc), who have contact with the children are deemed suitable.

It is a legal requirement that all people who are to have contact with children in a working environment complete a Disclosure and Barring Service check and submit this to the Disclosure and Barring Service.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Keeping Safe Health and well being		The wider context	

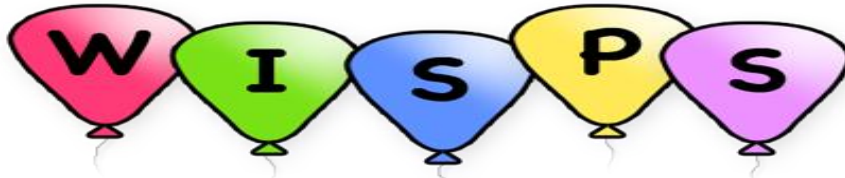
Procedures

Trustees and the Pre-School Managers are required to fill out an EY2 form and submit this to Ofsted; Ofsted will then carry out the necessary checks to ensure that the Trustees and Managers are 'suitable', this will also include a check with the Disclosure and Barring Service.

Employees and all Volunteers are required to fill out a Disclosure and Barring Service check and submit this to the Disclosure and Barring Service. The Disclosure and Barring Service will carry out the necessary checks to ensure Employees and Volunteers are suitable. All employees are expected to sign up to the online transferable DBS, this service will incur an annual charge payable by the employee. **NB rechecks will be completed every 3 years, employees are expected to sign an agreement form allowing access to their records.**

Any person who is aware of criminal activity upon their record are expected to inform the Pre-School Managers or Trustees before they complete their Disclosure and Barring Service Check this will enable a suitability discussion at the earliest incidence. The outcome could prevent unnecessary paperwork being filed.

Any person who has a returned Disclosure and Barring Service Check that shows criminal activity relating to violence or inappropriate behaviour towards vulnerable adults/children will be deemed unsuitable and will not be able to work or volunteer at W.I.S.P.S, the decision of this is non-negotiable.



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Any person who has a returned Disclosure and Barring Service Check that shows activity of any sort will be required to attend a hearing to discuss 'suitability', this meeting will be with both Pre-School Managers. The decision at this meeting is non-negotiable.

W.I.S.P.S will keep a record of all Current employees and Trustees Disclosure and Barring Service numbers; this is for reference upon an Ofsted visit. The file will be kept in the locked filing cabinet in the Pre-School office.