



Disclosure and Barring Service (DBS) Policy

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Reviewed

When	First Review	Approval
11/12/2015	J Lindow	T Wilson
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DBS and Suitability Policy and Procedure

Responsibility

The Preschool Business Manager is responsible for ensuring all staff, including contractors, bank staff, students, and volunteers, are suitable to work with children.

Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks as well as other sources, such as employer references, identity checks, right to work checks, disqualification declarations and qualification checks.

The Business Manager maintains a Single Central Record (SCR) of vetting checks including DBS certificate number, date of issue, identity verification, right to work in the UK, references and qualifications.

DBS Checks and Starting Work

Wherever possible, new staff will have DBS checks completed prior to starting employment.

In exceptional cases, where checks are delayed, candidates may work under constant supervision by registered and DBS-checked staff until clearance is received.

A written risk assessment will be completed and reviewed regularly until clearance is confirmed.



Staff awaiting DBS clearance will never:

- Be left unsupervised while caring for children
- Take children for toilet visits unless supervised
- Change nappies
- Be left alone with children indoors or outdoors
- Administer medication or first aid
- Take photographs of children
- Access children's personal records

Staff awaiting DBS clearance will be fully included in preschool life aside from these restrictions.

DBS Types and Legal Framework

Basic – Shows unspent convictions under the Rehabilitation of Offenders Act 1974 (ROA).

Standard – Includes spent and unspent convictions relevant to certain professions.

Enhanced – Required for work involving regular contact with children or vulnerable adults and includes local police information.

All staff roles require an enhanced DBS check in line with statutory safeguarding guidance.

Service Provider and Online System

Lillybrook Childcare Ltd uses Disclosure Services (www.ucheck.co.uk) as an umbrella body for DBS applications. The preferred method is via their online application system.

uCheck contact information

Email: info@ucheck.co.uk

Main enquiry phone: 0300 140 0022 (Monday–Friday, 9am–5pm)

Head Office Address:

First Floor, Chiltern House



Sigford Road, Marsh Barton
Exeter, EX2 8NL

Preschool DBS Requirements

All employees, volunteers, bank staff, contractors and students must have an enhanced DBS check where they are undertaking regulated activity.

All staff are required, as a contractual condition of employment, to subscribe to the DBS Update Service and give permission for online status checks during their employment.

New employees with an existing DBS certificate must be registered with the Update Service and give permission for online checks prior to employment. Otherwise, a new check will be required.

Staff must bring their original DBS certificate to the setting before employment can begin.

The setting reserves the right to conduct DBS status checks at least once per term and at random intervals. These checks will be recorded.

Update Service

Staff should subscribe to the DBS Update Service within 20 days of their certificate being issued.

The subscription fee for the Update Service is paid by the staff member and forms part of the contractual requirements of the role.

Staff are responsible for maintaining their membership throughout employment, including ensuring payment details remain valid.

Failure to maintain membership, or failure to inform management immediately if membership lapses, may result in suspension from duties and could lead to disciplinary action, up to and including dismissal, following investigation and in line with the setting's disciplinary procedures.

If membership lapses, the staff member may be required to obtain a new enhanced DBS check. Any costs or wage deductions will be made only with the individual's prior written agreement and in accordance with the Employment Rights Act 1996.



Disclosure of Changes

Staff must immediately inform the Business Manager of any police investigations, cautions, arrests, charges, convictions or other relevant information received outside of work.

If a change is detected on a DBS status check and the staff member has not disclosed this previously, a risk assessment and investigation will be undertaken and this may lead to disciplinary action in line with policy.

Where a new DBS application becomes necessary as a result, the staff member may be required to meet the cost, subject to prior written agreement.

Application Process

Applications are verified using acceptable identification documents (see Appendix A).

The preschool pays the initial DBS application fee for employees. Students, volunteers, bank staff and contractors must pay their own fees unless otherwise agreed.

Certificates are sent to the applicant, who must present the original document to management. The preschool records the certificate number and carries out online status checks where permission has been granted.

Disclosure information is stored securely and accessed only by authorised personnel.

Compliance and Data Protection

We comply fully with the DBS Code of Practice and the Data Protection Act 2018 regarding the handling, storage, retention and disposal of disclosure information.

Disclosure information is shared only with authorised personnel. It is a criminal offence to disclose this information to unauthorised parties.

DBS certificate information will be retained only for as long as necessary to make a recruitment decision and will usually be destroyed within six months, with only permitted details retained on the Single Central Record.



Overseas Applicants

For overseas applicants, the preschool will take all reasonably practicable steps to assess suitability. These will include:

- Self-declaration of criminal history
 - Identity checks including passport and visa
 - References from overseas employers or educational institutions
 - Verification of right to work in the UK
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Applicant's Rights and Legal Framework

Childcare roles are exempt from certain provisions of the Rehabilitation of Offenders Act. This means spent convictions may need to be disclosed where legally required.

Cost and Payments

Lillybrook Childcare Ltd pays the initial DBS fee for employment checks only.

Staff pay the annual Update Service subscription.

If a reapplication is required due to failure to maintain membership, the staff member may be required to pay the current enhanced DBS fee plus an administration charge of £25, subject to written agreement.

Students on Work Experience

Students on short-term work experience placements (1–2 weeks) are not required to have an enhanced DBS check.

A written risk assessment will confirm they are supervised at all times by DBS-checked staff and do not have unsupervised contact with children.

Students must not undertake personal care, medication administration or first aid tasks.

Identity and suitability will be confirmed via school or college references and induction.



Students will be introduced to safeguarding policies and procedures prior to placement.

The Business Manager is responsible for ensuring appropriate supervision and liaising with education providers.

Disqualifications and DBS Barring Referrals

Legal Duty to Refer

The setting has a legal duty to make a referral to the DBS when:

1. A person has been removed from regulated activity, resigned, been redeployed, or would have been removed had they not left, **and**
2. Relevant conduct or risk of harm is present.

What Constitutes Reportable Conduct

A referral will be made where a person has harmed, or poses a risk of harm to, a child or vulnerable adult, or where they have received a caution or conviction for a relevant offence.

Referral Process

Referrals will be made after the setting has completed its own investigation and determined the threshold has been met.

The setting will provide full and factual information and will cooperate with any further requests from the DBS.

After Referral

The DBS will consider the information and follow its statutory decision-making process. Individuals will have opportunity to make representations where this applies.

Our Procedure

1. Investigate any concern or allegation.
 2. If the person is removed from regulated activity or would have been removed, assess referral criteria.
 3. Submit referral where required.
 4. Cooperate with DBS requests.
 5. Maintain secure and confidential records.
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Appendix A – Acceptable Identification for DBS Applications

Group 1 (one required): • Valid passport (any nationality) • UK driving licence (photo or paper) • Original UK birth certificate (issued within 12 months of birth) • Valid EU photo identity card

Group 2 (two required): • Marriage certificate • UK birth certificate (issued after 12 months) • Bank or building society statement • Utility bill • Valid TV licence • Credit or store card statement • Mortgage statement • Insurance certificate • Official correspondence (e.g., HMRC or local authority) • NHS card • National Insurance number card • Exam certificate • Work permit or visa