

Disclosure and Barring Service (DBS) Policy

Policy Statement

Peques Nursery is committed to safeguarding and promoting the welfare of children. We recognise that robust Disclosure and Barring Service (DBS) procedures are essential to ensure that all individuals working with children are suitable and safe to do so.

Statutory Framework & Supporting Guidance

This policy operates in line with:

- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children (March 2026)
- Disqualification under the Childcare Act 2006
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE) (September 2025)

Scope

This policy applies to:

- all employees
- apprentices and students
- volunteers
- agency and supply staff

DBS Checks – General Principles

- All individuals working with children must undergo an Enhanced DBS check with Children's Barred List.
- DBS checks form part of a wider safer recruitment process, including:
 - identity verification
 - right to work checks
 - references
 - online/social media checks

No individual is permitted to start work until all required checks are completed and deemed satisfactory.

DBS Processing

Peques Nursery is registered with the uCheck online HR platform, which is used to process all DBS applications.

New Employees

A new Enhanced DBS check (including Children's Barred List) is carried out for every employee, regardless of whether they already hold a DBS certificate and are subscribed to the DBS Update Service.

This ensures:

- consistency in recruitment

- accuracy of checks
- full control of safeguarding procedures

Employment will only commence once DBS clearance has been received.

DBS Update Service

- All staff are required to:
 - register with the DBS Update Service using the DBS certificate obtained through Peques Nursery
- In the case of a lapsed subscription, on discovery of this a new DBS will be done and the employee will need to resubscribe using the new certificate.

Ongoing DBS Monitoring

- The nursery conducts:
 - annual DBS status checks for all staff via the Update Service
- Additional checks may be carried out:
 - where safeguarding concerns arise
 - where there has been a break in service subscription
 - at the discretion of management
- All checks will be:
 - recorded on the Single Central Record
 - logged with date of check

Overseas Checks

For individuals who have lived or worked outside the UK:

- a police check or certificate of good conduct from the relevant country is required
- this must:
 - be dated within the last three months
 - be verified and translated where necessary

Self-Declaration and Disclosure Requirements

All staff must:

- complete a Self-Declaration Disclosure Form:
 - on employment
 - annually thereafter
- immediately disclose:
 - any convictions, cautions, or investigations
 - any circumstances that may affect their suitability to work with children

DBS Referrals

Peques Nursery has a legal duty to refer individuals to the DBS where they:

- have harmed a child
- have put a child at risk of harm
- have engaged in inappropriate behaviour towards a child
- have been removed from working with children (or would have been removed had they not resigned)

This duty applies even if concerns relate to conduct outside of work.

Confidentiality and Data Protection

- All DBS information is handled in accordance with UK General Data Protection Regulation (UK GDPR) .
- Information is:
 - stored securely
 - accessed only by authorised personnel
 - used solely for safeguarding and employment purposes

Record Keeping

The nursery maintains a Single Central Record (SCR) which includes:

- DBS certificate number
- date of issue
- date seen
- Update Service status
- date of last DBS check
- outcome of checks

All records are:

- accurate
- up to date
- available for inspection

Commitment to Safeguarding

DBS checks are one part of a wider safeguarding culture at Peques Nursery. Through robust recruitment, ongoing monitoring, and clear procedures, we ensure that all staff remain suitable to work with children.

This policy should be read in conjunction with:

- Safeguarding Children Policy & Procedure
- Whistleblowing Policy
- Safer Recruitment Policy
- Company Code of Conduct Policy
- Complaints Policy & Procedure
- Confidentiality and Data Protection Policy
- Company Code of Conduct Policy

Version: 1.0

Effective date: 02/03/2026

Last reviewed: 02/03/2026

Review cycle: Annually, or earlier where required due to legislative, regulatory, operational, or statutory changes.

Approval route: Head Office