



DEALING WITH A POSITIVE DBS CHECK

All applicants applying for employment or volunteering to help in the Pre-School are requested to disclose any convictions on a separate form enclosed with the application form.

Any positions advertised in the Pre-School are exempt from the non-disclosure of criminal convictions under the rehabilitation of Offenders Act 1974, even if under the act, they would normally be regarded as “spent”.

Any individual who will be working in the Pre-School on a regular basis is asked to undertake appropriate checks, including a police check through the Disclosure and Barring Service (DBS) at enhanced level.

The offer of any position of any employment will be subject to a satisfactory DBS enhanced disclosure.

Any disclosure of convictions will be dealt with in the strictest of confidence. A separate meeting would be arranged with the applicant, and the Management Committee. A decision would be made after the meeting to assess that individual’s suitability to be employed at the Pre-School. If the outcome of the meeting is unclear, then the committee Management will seek further advice from the registering body, Ofsted. In keeping with our equal opportunities policy: disclosure of information will not automatically prevent the application from proceeding.

Failure to disclose a criminal conviction could lead to termination of employment. In the event of an individual being employed and it is later identified that they have a criminal conviction could, and then an urgent meeting will take place with the individual, and the Management Committee.

Depending on the nature of the conviction, a decision will be made as to whether the individual is suitable to remain employed. If the outcome of the meeting is unclear then the Management Committee will seek further advice from registering body, Ofsted.

A clear recording and outcome of these meetings will be kept on file and kept confidentially by the Management Committee.

Policy adopted October 2019, signed
Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care