

Quality Improvement Framework

Section 8 – Policies and Procedures



Subsection: DBS Checks

Guidance Notes	Reflective Questions	Resources	Your Evidence
<p>DBS Checks used to be called CRB checks.</p> <p>The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions.</p> <p>An enhanced DBS check involves a check of an applicant's criminal record against the Police National Computer (PNC) for spent and unspent convictions, cautions, reprimands and final warnings, plus any information held locally by police forces that's considered relevant to the childcare workforce and post applied for.</p> <p>Ofsted are legally required to carry out DBS checks for individuals working with children in regulated childcare and social care provision.</p> <p>EYFS Statutory Framework (2017) Suitable People point 3.9 - 3.13 Disqualification point 3.14 - 3.18</p> <p>Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it). For childminders, the relevant information will be kept by Ofsted or the agency with which the childminder is registered) (3.12- EYFS Statutory Framework)</p> <p>There is no official expiry date for a criminal record check issued by DBS.</p>	<ul style="list-style-type: none"> • How do you ensure ongoing suitability of staff? • What processes are available for vetting of students, volunteers and temporary cover staff? • Does your setting have written procedures available for carrying out DBS checks? Do these incorporate details of recruitment policies & safeguarding policies? • Do your vetting processes include details of additional checks for individuals that have lived and worked abroad? • What records do you keep of DBS checks and vetting processes completed for individual members of staff? • Are processes in place for staff to sign annual declarations of suitability annually or if there are any changes to circumstances? (see Section 2, Subsection Supervision and Appraisals for more information) • How do you ensure that individuals who have not had their suitability checked do not have unsupervised contact with the children in your care? • How and when would you make a DBS referral? • What steps would you take should a DBS check highlight a concern? How would this influence your recruitment process? 	<p>Q Cards:</p> <p>GDPR</p> <p>Training:</p> <p>See the latest EED training programme on families.leicester.gov.uk/cpd</p> <p>Useful Links:</p> <p>Leicester Safeguarding Children Board</p> <p>PACEY – DBS Check - FAQs</p> <p>GOV.UK links:</p> <p>Disclosure and Barring Service</p> <p>DBS Update Service</p> <p>DBS barring referral form</p> <p>DBS checks: childcare providers</p> <p>Check someone's criminal record as an employer</p> <p>DBS checks: guidance for employers</p> <p>DBS check: application process for volunteers</p> <p>Disqualification under the Childcare Act 2006</p> <p>Inspecting safeguarding in early years, education and skills</p> <p>Resources</p> <p>DfE Keeping children safe in education</p>	<p>Guidance note: Remember to date your evidence to allow you to revisit and review relevance.</p>

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<p>The information revealed on a DBS certificate will be accurate at the time the certificate was issued.</p> <p>Early years providers should seek additional criminal record checks for anyone who has lived or worked abroad.</p> <p>(Inspecting safeguarding in the early years, Oct 2018- page 26)</p> <p>The online Disclosure and Barring Service (DBS) Update Service allows:</p> <ul style="list-style-type: none">• applicants to keep their DBS certificates up to date• employers to check a DBS certificate <p>You can only use the Update Service for standard and enhanced checks.</p>			