Mrs Bonds Village Nursery
Disclosure and Baring Service Policy
Disclosure and Baring Service Checks

Statement of intent

• As an organisation using the Disclosure and Baring Service (DBS) to help assess the suitability of applicants for position of trust, Mrs Bonds village nursery complies fully with the DBS code of practice and will undertake checks to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of a conviction or other information revealed.

• Mrs Bonds village nursery is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

• We actively promote equality of opportunity for all with the right to mix talent, skill and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

• As part of our safer recruitment process, prior to a DBS check being performed, job applicants are given the opportunity to make a voluntary discourse on their application forms, and asked in person at their first interview.

• An Enhanced Disclosure is requested for all positions within the nursery for the protections of both the children and adults. All application forms, job adverts and recruitment briefs will contain the statement that a Disclosure will be requested in the event of the individual being offered the position.

• Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their previous DBS Disclosure early in the applicant's process. We request this information is sent or brought to the designated person at the nursery. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Recruitment of ex-offenders

• We ensure that all those at Mrs Bonds village nursery who are involved with the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.

• At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

• We undertake to discuss any matter revealed in the Disclosure with the person seeking the position before withdrawing a condition offer of employment.

• Having a criminal record will not necessarily bar anyone from working with us. This will depend on the nature of the position and the recruitment and background of the offences.

Disclosure and Baring Update Service

• If a job applicant applies for a job and have subscribed to the DBS Update Service we will need to see a copy off their original DBS certificate and they must provide their update service number for us to perform the checks

Ongoing Suitability

• All staff members will be required to sign "Ongoing Suitability" Declarations once a

term to ensure they have had no convictions or cautions since their DBS check.
• Staff on the DBS update service will have checks performed annually.
• Staff not on the DBS update service will have DBS checks carried out every 5 years.

Disclosure and Baring Service Information/Data Handling

As an organisation using the Disclosure and Baring Service (DBS) to help assess the suitability of applicants for positions of trust, **Mrs Bonds village nursery** complies fully with the DBS code of practice regarding the correct handling, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the GDPR law and the other relevant legislation pertaining to the safe handling, use storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

• Storage and access

Disclosure information will be kept securely, in a lockable non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

• Handling

In accordance with section 124 of the police act 1997, disclosure information is only passed on to those who are authorised to receive it in the course of their duties. We maintain a record of all those whom Disclosures or Disclosure information has been revealed and it is a **Criminal Offence** to pass this information to anyone who is not entitled to receive it.

• Usage

Disclosure information is only for the specific purpose from which it is requested and for which the applicant's full consent has been given.

• Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than necessary. This is generally returned to the applicant and a record of the DBS Certificate number and date is kept in their personnel file, and then destroyed on leaving our employment.

Throughout their time of employment, the usual conditions regarding the safe storage and strictly controlled access prevail.

This policy was reviewed by Mrs Bonds village nursery on 25.09.25