



Recruitment

This policy sets out the approach that Ashfield Play Care Scheme will take when recruiting employees to posts involving work with children.

The Scheme is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The Scheme will comply with its legal obligations in relation to recruiting people to work with children.

Types of Disclosure and Barring Service check

There are four types of Disclosure and Barring Service (DBS) check:

Basic disclosure: Shows details of unspent convictions only.

Standard disclosure: Shows details of spent convictions, unspent convictions, reprimands, cautions and final warnings that have not been filtered.

Enhanced disclosure: Shows details of spent convictions, unspent convictions, reprimands, cautions and final warnings that have not been filtered. Includes a check of local police records.

Enhanced disclosure with barred lists check: Shows details of spent convictions, unspent convictions, reprimands, cautions and final warnings that have not been filtered. Includes a check of local police records and the barred lists held by the DBS.

Disclosure of criminal convictions

The Scheme requires job applicants for all posts to disclose all criminal convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed).

DBS checks

Once the organisation has selected a job applicant to whom it wishes to offer employment, where required it will seek evidence about his/her criminal record from the DBS.

The organisation requires job applicants for all posts to produce on request an enhanced disclosure, showing details of unspent criminal convictions.

Process for DBS checks

To enable the job applicant to carry out the DBS check (other than where a basic disclosure only is required), the organisation will provide the applicant for the post with the details of where to go online to apply for a DBS check and ask him/her to complete and return the form to the scheme along with documents proving his/her identity.

The scheme will sign the completed form and the applicant should return the form to the DBS together with the application fee. Once the check has been carried out, the DBS should send the certificate to

the applicant. The manager will ask the job applicant for sight of the DBS certificate and permission to keep a copy.

Where the job applicant for the post is a member of the DBS update service, the manager will, with his/her permission, carry out a status check on any current certificate.

The job applicant will pay the DBS application fee (which the organisation will refund to the applicant on successful completion of his/her probationary period). The applicant is responsible for paying and maintaining the update service.

Offers of employment

An offer of employment for a post involving work with children will be conditional on the job applicant satisfying the usual requirements for employment (for example to provide satisfactory references and produce documentation establishing his/her right to work in the UK).

The Manager and all employees (including students & volunteers) will be suitably qualified, have relevant experience and will be conditional on satisfactory completion of DBS checks. Where the job applicant refuses to agree to an application to the DBS or a DBS check is completed but the job applicant refuses to allow the organisation to see the DBS certificate or to keep a copy of it, he/she will be treated as not having satisfactorily completed the DBS check.

The Scheme will not employ anyone that has been convicted of an offence or has been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children's Act 1989.

Any visitor to the premises who does not have DBS approval (including members of staff awaiting clearance) will be accompanied at all times and not left alone with a child.

The Manager will have at least NVQ Level Three qualification appropriate to the post, along with at least two years' experience of working in a childcare setting.

No job applicant will be permitted to commence employment with the organisation until all specified conditions are satisfied.

Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and the scheme will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question. However, the protection of children is the organisation's primary concern.

Handling of data

Ashfield Play Care Scheme is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and is stored and handled appropriately and in accordance with the provisions of the General Data Protection Regulations 2018.

Data held on file about an individual's criminal convictions will be held only for as long as is required for employment purposes and will not be disclosed to any unauthorised person.

The Scheme is also committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. The scheme will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details, unless this is required by law.