



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
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DISCLOSURE AND BARRING SERVICE (DBS) CHECKS POLICY

Policy Statement

Oakbridge Little Learners Ltd is committed to safeguarding and promoting the welfare of children. As part of our **safer recruitment procedures**, all staff, students and volunteers are subject to appropriate Disclosure and Barring Service (DBS) checks to ensure they are suitable to work with children.

DBS Checks

- All staff, including students and volunteers, are required to hold an **enhanced DBS check**, including a check of the children's barred list where applicable
 - DBS checks are completed **prior to employment**, wherever possible
 - The management of **Oakbridge Little Learners Ltd** is responsible for ensuring that all suitability checks are completed and recorded before staff begin work
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DBS Update Service

- **Oakbridge Little Learners Ltd** requires newly appointed staff to join the DBS Update Service as part of its safer recruitment process
 - This enables the nursery to carry out **ongoing status checks** and ensure continued suitability
 - Where staff choose not to join the Update Service, **Oakbridge Little Learners Ltd** reserves the right to request a new DBS check at appropriate intervals
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Staff Awaiting DBS Clearance

- In exceptional circumstances, a newly recruited staff member may begin work **before DBS clearance is received**
 - In such cases:
 - The staff member will be **supervised at all times**
 - They will **never be left alone** with children
 - A full **risk assessment** will be completed
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Ongoing Suitability

- Staff are required to inform **Oakbridge Little Learners Ltd** of any circumstances that may affect their suitability to work with children
 - DBS status is monitored in line with safeguarding requirements and best practice
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Policy Review

This policy is reviewed regularly to ensure it remains compliant with safeguarding legislation and guidance.

Created: August 2015

Reviewed: January 2026