

DBS Policy

The purpose of this policy is to ensure that Bretsa Ltd, trading as Bretsa Early Years, has a robust process in place via the Disclosure & Barring Service to ensure that all temporary workers, volunteers and contractors being recruited, and working for the company and who have access to children or vulnerable adults as part of their normal duties are suitable for this work.

Bretsa has a clear responsibility to ensure that it does not put the users of its services at risk by employing unsuitable candidates. As an agency we therefore have a duty when making appointments to obtain DBS checks on candidates.

Bretsa offers candidates the opportunity to disclose information prior to the check being carried out. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of work.

Following the recruitment process, if it is later found that a worker has misled the company regarding their DBS Application/Disclosure it may result in removal from our register and the individual may also be subject to criminal proceedings.

Bretsa is committed to equal opportunities and complies fully with the DBS Code of Practice; it recognises that discrimination is unacceptable and it is in its best interest, as well as the interests of its workforce and client groups, to utilise the skills of the total workforce. The company will aim to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of colour, race, ethnic or national origin, disability or indirectly on the grounds of age, gender, marital status, pregnancy, sexual orientation, religion or philosophical belief or offending background, (the latter balanced against the risk to patients and / or Bretsa or our clients).

Before placement with clients, Bretsa will obtain the relevant level of Disclosure. As Bretsa client base is made up of childcare settings and schools we only carry out Disclosures that are Enhanced with list checks:

- Enhanced Disclosure – this level of check is suitable for candidates who are regularly supervising or in sole charge of people under 18 years old or are aged 18 or over who are vulnerable adults within the definition of the Police Act 1997.

In cases where the applicant has presented an original copy of a DBS Disclosure relevant to the job type which has been registered online with the DBS update service, Bretsa will check this online and record the results. No further DBS will be required. We will then check this online every 3 months, or every 12 months where it is paper only.

On placement with clients, Bretsa will send full details of the DBS information, including whether it is Clear or hold information to the client. In cases where the DBS is not clear, the information is discussed on a need to know basis with the client.

Where a DBS is registered online with the Update Service we proactively encourage and enable client settings to check the DBS with an easy link from the e-Profile booking confirmation.