

GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes
MK14 5AX

Registered Charity No. 1027557
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Police Checks and OFSTED Clearances

- One committee member co-ordinates checks and clearances for staff and committee.
- Ideally this is the committee member responsible for holding staff files.

Obtaining the checks

Management and Committee	Staff
Checked by Ofsted.	Checked via TMG.
<i>All actions by CRB / DBS co-ordinator unless shown otherwise.</i>	
<ul style="list-style-type: none"> • Explain to the person concerned why a CRB / DBS check is needed. • Ask manager to explain what should not be done until the person is cleared. 	
<ul style="list-style-type: none"> • Explain Ofsted will acknowledge the form with a standard letter, but the checks mentioned are not always carried out. We simply have to take it step by step and deal with requests as they are received. • Explain the clearance is a two step process: <ul style="list-style-type: none"> ➤ CRB / DBS disclosure (this is the stage we consider people as cleared). We will need to see the copy the manager / committee member receives. Ask them to tell you when they receive it. ➤ Ofsted suitability letter. • Explain manager will inform the committee member what they can do once they are cleared. 	<ul style="list-style-type: none"> • Explain 2 copies of the clearance will be received, and the staff member will receive their's first. • Explain manager will inform the staff member what they can do once they are cleared.
Gives manager / committee a EY3 form and guidance notes provided by Ofsted.	Give the staff member a CRB / DBS form, along with Additional Id and Address sheets. Also give them a guidance sheet on how to complete the CRB / DBS form.
[Manager / Committee member] Complete the EY3, in black pen. Use Ofsted guidance notes on completing the form. Refer to the guidance below on completing section D given to us by PSLA on 22/11/07.	[Staff member] Complete the CRB / DBS form, in black pen. Use CRB / DBS guidance notes on completing the form.
[Manager / Committee member] Return form to CRB / DBS co-ordinator.	[Staff member] Return form to CRB / DBS co-ordinator.
Check form for obvious mistakes.	Check form for obvious mistakes.

Send to OFSTED. If the person already has a disclosure this should be sent with the application. Send forms recorded delivery if sending DC2 only or special delivery if a disclosure is also being sent.	Using "Guidance to employers" check ID. ID needs to be checked by the people nominated on our TMG contract. This should be Chair / Ofsted Nominated Person / CRB / DBS co-ordinator. Currently the following people are nominated to check ID: a. Tracie Bryant, b. Wendy Phillips,
Complete the record sheet in the CRB / DBS folder with details of the form and date of sending to Ofsted.	Once we have seen enough ID, the form is ready to be sent to TMG.
Update the CRB / DBS status document.	If this is the first check for the staff member, the check is free. If this is not a free check arrange a cheque from the Treasurer and send with the form.
	Send the form to TMG, recorded delivery.
	Complete the record sheet in the CRB / DBS folder with details of the form and date of sending to Ofsted.
	Update the CRB / DBS status document.
Download EY3 form for the Ofsted internet site	Order CRB / DBS forms via the helpline 0115 969 4609 or website www.tmgCRB / DBS.co.uk

- Committee / manager may be asked to obtain a CRB / DBS check. If so, follow the procedure for other staff shown above, but ensure form is returned to Ofsted, not TMG.

Receiving and recording the disclosure

Manager and committee	Staff
The person will receive their copy of the CRB / DBS disclosure. We need to see this to record and so we can consider the person as cleared.	They will receive their own copy of the CRB / DBS disclosure. Pre-school receives a copy which is when we consider the staff member cleared.
When the manager / committee member tells us they have received a disclosure, ask them to let us see it.	

When a CRB / DBS disclosure is received.

1. Read the disclosure to check it is all clear. If not seek guidance from TMG or Ofsted. Refer to the TMG folder for more information about how to go about this. If clear, proceed to point 2.
2. Update the record sheet in the CRB / DBS folder to show the response received.
3. Update the CRB / DBS status record to show response received.
4. Update the CRB / DBS schedule to show when the person next needs rechecking.
5. Complete the CRB / DBS record form shown below. Only complete the ID checked section if this was done by a person nominated by Pre-school. (Note that the form has space to record 2 disclosures / letters).
6. Inform the Pre-school manager that this person is now cleared, they will inform Deputy and all staff.

7. Update the clearances list held at Pre-school. Arrange for the staff / committee member to sign to show they agree to their name being shown on the list.
8. A second committee member (preferably our OFSTED registered person) should also see the disclosure, confirm it is all clear and sign the CRB / DBS record form.
9. Inform the OFSTED Registered Person that the check is clear (if not done in 8 above).
10. [Staff only] Inform the person that we have now received our copy of the disclosure. (They should have received their own copy).
11. File the CRB / DBS record form at Pre-school in the locked cabinet with other records of disclosure. Update the disclosure log to show this access to the file.
12. [Staff] For new staff, retain our copy of the disclosure until both references and medical declaration have been received. Then (or immediately for existing staff) destroy our copy of the disclosure. Note the date of this on the form.
13. [Committee] Return the disclosure to the manager / committee member.
14. [Staff] Record the date of the disclosure in their staff file.

NB : Access to the CRB / DBS folder kept in the locked cabinet is restricted to : CRB / DBS co-ordinator, Ofsted nominated person, Chair, (or Secretary if Chair is also the Ofsted nominated person) and Manager or Deputy in the Manager's absence from Pre-school. The Manager and Deputy hold the keys to the cabinet and should only release them to those allowed access.

When an Ofsted Suitability letter is received

1. Read the letter to check says the person is suitable. If not seek guidance from Ofsted. If suitable, proceed to point 2.
2. Record the details on the CRB / DBS record form for the manager / committee member. Note the type of suitability clearance given (ie to be a committee member / care for children.)
3. Inform the committee person that we have now received our copy of the letter. (They should have received their own copy).
4. Update the record sheet in the CRB / DBS folder to show the response received.
5. Update the CRB / DBS status record to show response received.
6. A second committee member (preferably our OFSTED registered person) should also see the letter, confirm it shows the committee member / manager is suitable and sign the CRB / DBS record form.
7. Inform the OFSTED Registered Person that the suitability letter has been received and the checking process complete (it is unlikely the letter will be received before the CRB / DBS disclosure).
8. Destroy the disclosure and note the record sheet to show the date this has been done.
9. Return the CRB / DBS record form to the folder in the locked cabinet. Update the disclosure log to show this access to the file.

Progress checking

1. Once a week, review the CRB / DBS status record.
2. If we are waiting for the committee / staff member to do something, chase them up.
3. If the forms have been sent to Ofsted / TMG and there has been no progress for 4 weeks, chase up
4. Note the progress under 3 or 4 on the CRB / DBS status record.

Monitoring and rechecking

1. The person responsible for the checks should review the schedule at the start of each term and carry out checks as required.
2. They should also update the clearances list kept at Pre-school, ensuring any expired checks are crossed off and any staff or committee who have resigned are crossed off. Make a diary note to cross off any checks that expire that term, and check at the appropriate time whether an updated check has been received and if not, cross the person off the list.
3. The schedule should be reviewed at the committee meeting following the AGM to confirm checks are carried out for new committee members and rechecks are being done as required. Re checks will be done after 36 months as agreed by committee. As the time difference between the CRB / DBS disclosure and the Ofsted suitability check varies, the date of the CRB / DBS

disclosure is used, not the later Ofsted suitability disclosure. This also applies to staff who had checks done through Ofsted or who were originally committee and therefore were checked through that process.

CRB / DBS Checks – Staff / Committee (delete as needed)

Note there is space on this form to record two disclosures

Name

Reference number

Registered body that performed the check

Date the check was completed

The standard of disclosure Enhanced / Standard

Did the discloser show the person was clear

That the person on the CRB / DBS form is
infact the member of staff or committee that
has applied for it.

Recorded by and date

Verified by and date

Date disclosure destroyed

Reference number

Registered body that performed the check

Date the check was completed

The standard of disclosure Enhanced / Standard

Did the discloser show the person was clear

That the person on the CRB / DBS form is
infact the member of staff or committee that
has applied for it.

Recorded by and date

Verified by and date

Date disclosure destroyed

Before declarations are destroyed ensure :

Staff : Two references held

Staff : Completed health questionnaire held?

This policy was adopted at a meeting of

Great Linford Village Pre-school name of setting

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)
