



DBS disclosures Policy

We at Fleckney Baptist pre-school comply with the DBS Code of Practice in that we undertake to treat all applicants for positions fairly as set out in our Employment Policy.

Recruitment:

At the interview, or in a separate discussion, we will ensure that an open and measured discussion will take 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 a withdrawal of an offer of employment.

We will also comply fully with the DBS Code of Practice with regard to storage, access and handling of the disclosure information.

Storage and access:

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

Usage:

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

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025.