WALTHAMSTOW MONTESSORI SCHOOL

DBS PROCEDURE

1. Every adult within our setting will need to have an enhanced DBS before starting any work at the school.

2. **Single Central Record (SCR) Checks:** In line with procedures there will also be a requirement for staff to have prohibition checks carried out upon appointment as well as checks/periodic reviews on SC128, overseas checks where required, ID checks, Barring checks and right to work in the UK checks. All original documents will need to be seen, and copies taken where appropriate and kept in accordance with Data Protection requirements. Information will be recorded on the SCR.

3. **Early Years and childcare staff Disqualification Form:** This form to be used by individuals to provide information on any convictions/cautions/bindovers for a criminal offence(s) they may have. It will be a requirement for these forms to be completed annually by all staff at Walthamstow Montessori School as well as prior to appointment of a position at WMS.

4. All staff will be required to subscribe to the 'DBS Up-date' service as per guidance and T&Cs of employment at WMS to enable DBS update checks to be carried out periodically.

This policy was adopted on dated: **01.03.2016**

Date last reviewed: 1st September 2026

Date to be reviewed: 1st September 2027