

Apple Tree Day Nursery; Dealing with a Positive CRB Check Policy and Procedure.

- * All applicants applying for employment or volunteering to help in the Nursery are required to disclose any convictions on a separate form enclosed with the application form.
- * Any positions held within the nursery are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders Act 1974, even if under the act, they would normally be regarded as 'spent'.
- * Any individual who will be working in the nursery on a regular basis is asked to undertake the appropriate checks, including a police check through Capita (an umbrella body of Ofsted) at an enhanced level.
- * The offer of any position of employment will be subject to a satisfactory CRB enhanced disclosure.
- * Any disclosure of conviction will be dealt with in the strictest of confidence. A separate meeting would be arranged with the applicant, the Nursery Manager and the Nursery Owner. A decision would be made after the meeting to assess the individual's suitability to be employed at Apple Tree Day Nursery. If the outcome of the meeting is unclear, then the Nursery Owner will seek advice from the Registering body, Ofsted. In keeping with our Equal Opportunities Policy; the disclosure of information will not automatically prevent the application from proceeding.