

## Apple Tree Day Nursery CRB enhanced disclosure Policy and Procedure.

When dealing with CRB enhanced disclosures, all applicants for employment, student placements or as volunteers will be treated fairly and in line with the nursery's Equal Opportunities Policy and will be dealt with in the strictest of confidence.

Our application form encourages applicants to disclose any criminal convictions and we request that all employees, and students/ volunteers that are with the nursery for longer than one year, sign a declaration form to confirm that there are no changes to their criminal background. This form will be completed during their annual appraisal.

Any positions applied for at the nursery are exempt from the nondisclosure of criminal convictions under the Rehabilitation of Offenders Act 1974 even if under the act, they would normally be regarded as 'spent'.

All persons who are in employment or attending placements as students or volunteers at Apple Tree Day Nursery are to have a current CRB enhanced disclosure before they can be left alone with any children. We will accept CRB enhanced disclosures that are under one year old, but request that applications are made through Capita, the umbrella body for Ofsted, to obtain a new disclosure.

### Dealing with disclosed convictions/ cautions and positive police checks.

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 further advice from the Registering body, Ofsted. In keeping with our Equal Opportunities Policy and Procedure; disclosure of information will not automatically prevent the application from proceeding.

Failure to disclose a criminal conviction could lead to termination of your employment. In the event of an individual being employed and it is later identified that they have a criminal conviction, then an urgent meeting will take place with the individual, the Nursery Manager and the Nursery Owner. Depending on the nature of the conviction, a decision will be made as to whether the individual is suitable to remain employed. If the outcome of the meeting is unclear then the Nursery Owner will seek further advice from the Registering body, Ofsted.

A clear recording and outcome of these meetings will be kept on file and kept confidentially by the Nursery Manager and the Nursery Owner.

The decision to employ a person with a positive police disclosure remains with the Nursery Owner.