

**APPLE TREE DAY NURSERY**  
**Dealing with a Positive CRB Check**  
**Sample Policy**

All applicants applying for employment or volunteering to help in the Nursery are requested to disclose any convictions on a separate form enclosed with the application form.

Any positions advertised in the Nursery are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders' Act 1074, 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 appropriate checks, including a Police check through the Criminal Records Bureau (CRB) at an enhanced level.

The offer of any position of employment will be subject to a satisfactory CRB enhanced disclosure.

Any disclosure or convictions will be dealt with in the strictest of confidence. A separate meeting would be arranged with the applicant, the Owner and the Chair of the Parent Partnership Committee. A decision would be made after the meeting to assess that individual's suitability to be employed at the Neighbourhood Nursery. If the outcome of the meeting is unclear, then the Parent Partnership Committee will seek further advice from the Registering Body, Ofsted. In keeping with our Equal Opportunities Policy: disclosure of information will not automatically prevent the application from proceeding.

Failure to disclose a criminal conviction could lead to termination of 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. 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 advice from Ofsted.

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

Signed..... (Nursery Owner)

Date to be reviewed.....1.1.2016.....