

Dealing with a Positive DBS Disclosure

All applicants applying for employment or volunteering to help in Wickham Montessori are requested to disclose any convictions in their application form. Any positions advertised in 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 appropriate checks, including a DBS check at an enhanced level. The offer of any position of employment will be subject to a satisfactory DBS enhanced disclosure.

Any disclosure of convictions will be dealt with in the strictest confidence. A separate meeting would be arranged with the applicant, the nursery manager and the nursery supervisor. A decision would be reached after the meeting to assess the individual’s suitability to be employed at the nursery. If the outcome of the meeting is unclear, then the nursery would seek advice from our 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 between the nursery manager and supervisor and the individual concerned. 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 will seek the advice of our registering body (OFSTED). A clear recording and outcome of the meetings will be kept on file and kept confidentially by the nursery manager and supervisor.