

Checking Criminal Records Policy

Aim

Loseley Fields Children's Centre employs only those people who are suitable to provide care for children. LFCC makes every effort to determine if an employee has a prior conviction or other record of criminal activity that would call into question his or her suitability to care for children. LFCC conducts a criminal records check on all prospective staff members.

Note: Wherever the word "staff" is used it cover ALL staff on site, including ancillary supply and self employed staff, contractors and volunteers working with children including governors.

A criminal records check should include a check of criminal records.

It is the Centre Manger's responsibility to ensure CRB forms are completed by prospective staff members. The centre should also ensure that they have seen the relevant documentation in order to verify the candidate. All offers of employment and continued employment are contingent upon the outcome of a records check. New staff will be unable to start at the children's centre without the CRB check being returned.

Where staff are employed by an agency the centre is covered by the agency's request for a CRB check; however, the agency member of staff will be required to show that this check has been carried out and that they are suitably qualified to work with children.

Requesting a criminal records check

Procedure

- Ask the employee to complete the appropriate CRB online to initiate a criminal records check, immediately after offering the post. On no account should permanent or temporary staff be used with the settling without having completed an application form, references must be obtained, gaps in the CV checked, CRB form, list 99 and a DC2 form.
- The Childcare Manager or Centre Manager to send off the CRB.
- The staff member can not start at the centre without a CRB
- It is the Centre Manager's responsibility to check ID of the staff member.
- If the CRB comes back with any records on it, the staff member can not start work until a risk assessment is carried out.

Reviewing the results of a criminal records check

In no case will anyone be recruited if his or her background report reveals convictions or pending charges for any offence involving sexual or physical abuse, any offence involving children, or violent or drug-related crimes.

Given the sensitive nature of our business, arrests and convictions for crimes such as shoplifting and petty larceny may be justifiable grounds for denying employment.

The Centre Manger will review the results with the relevant line manager and the Babcock 4S team to determine suitability for employment. All decisions and exceptions to this policy are subject to review and approval.

This policy was written for Loseley Fields Children Centre.

Name: Catherine Hawksworth

Position: Childcare Manager

Signature:

Date: 29.10.07

Review Date: 29.10.08

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