

## Staff without DBS clearance

<p style="text-align: center;"><b>STEP 1</b></p> <p>List significant hazards here:</p>	<p style="text-align: center;"><b>STEP 2</b></p> <p>List groups of people who are at risk from the significant hazards you have identified:</p>	<p style="text-align: center;"><b>STEP 3</b></p> <p>List existing controls or note where the information may be found. List risk which are not adequately controlled and the action needed:</p>
<p>Employment of a staff member without DBS check.</p>	<p>All children aged 10 months-5 years up to 8 years in schools holidays.</p>	<ol style="list-style-type: none"> <li>1. Nursery received 2 satisfactory references ( 1-employment 1-character)</li> <li>2. Verification has been seen by management and copies taken of 2 forms of current address.</li> <li>3. Verification of original qualification certificates see and photocopied.</li> <li>4. Information on employment history received and been confirmed.</li> <li>5. Health and physical capacity to work is confirmed.</li> <li>6. Applicant has received Job Description, read and understood.</li> <li>7. DBS check to be completed and sent of prior to starting employment, where possible.</li> <li>8. Candidate to have been successful in the interview.</li> <li>9. 1 member of senior staff to have successfully completed training in safer recruitment.</li> </ol>