



2-4 Brook Street  
Luton, Bedfordshire  
Tel: 01582 730510  
[www.trainingdepot.co.uk](http://www.trainingdepot.co.uk)



## **Training Depot Day Nursery** **Staff Recruitment without clearance of DBS Check**

The Nursery on occasion will employ a new member of staff on a trial basis while a DBS check is pending. In these circumstances the Nursery Risk Assessment for employment without a DBS check must be followed and adhered to.

Following the procedure on the Risk Assessment, a senior member of staff will ensure that the individual concerned has ALL other recruitment checks carried out with successful conclusions. The individual is not allowed any unsupervised contact with the children until the DBS disclosure has been received and clearance has been given.

For this procedure to be undertaken a senior member of staff must have successfully completed training in safer recruitment. Mrs Sandhya Godhania and Mr David Reavell has completed the training course.

Please follow procedures on attached Risk Assessment.

Reviewed in March 21 by Mrs Sandhya Godhania