

Enhanced disclosure policy and procedure

**Policy Adopted January 2012**

**Revised August 2016**

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**Next revision date August 2025**

1. An enhanced disclosure check from the Disclosure and Barring service in England or Northern Ireland or from Disclosure Scotland is necessary for anyone working with children in a paid or a volunteer capacity. You should be asked to show evidence of your enhanced disclosure check document when you make a visit to any setting or school. For those who have lived or worked outside Great Britain, please see point 11 below.
2. As the NESWEC course includes work placements from the beginning, applicants are asked to include their enhanced disclosure document with the application form, or to include their online number, or to announce their intention of obtaining one either before or at the Induction residential. The original form will be returned to the applicant. For all disclosures not applied for through NESWEC, it is necessary to show the original document to the Course Coordinator, either by posting it or at the induction.
3. The details on enhanced disclosure form sent to us will be logged by the Course Coordinator and kept in a secure place and the form returned to the applicant. This information must be deleted when the programme is completed.
4. The form sent must be dated within a year of the date on the application form if no evidence of online registration is given. The situation is different in Scotland and we will accept a Scottish disclosure document.
5. If the form is dated prior to this date, or the applicant does not have a form, then one must be applied for. This must be done at the Induction residential. We shall advise you in advance of the induction residential if we believe that you need to apply for a new enhanced disclosure.
6. NESWEC uses CAPITA Recruitment Vetting Service as an umbrella organisation for this service. We cannot apply for disclosures for those living in Scotland.
7. Applicants are responsible for all the costs of this service, which can be paid for on-line with a credit or debit card. Current costs to you are in the region of £60 for the enhanced disclosure that you will require and the process can be completed on-line.
8. Please bring to the residential the relevant documents plus a credit or debit card for the payment

* Two forms of identification one of which must include a photograph (e.g. passport, birth/marriage certificate, driving licence)
* Proof of address (e.g. bank statement, utility bill, tax return).

1. Jill Taplin is the nominated person who will verify your documents as part of this procedure. The copy of the enhanced disclosure document that NESWEC receives from Capita will be securely destroyed once the details have been logged.
2. All individuals who apply for a DBS check are now able to subscribe to the online update service within 19 days of receiving their DBS document. For an annual fee of around £16, the update service allows individuals to keep their certificate up‑to‑date and take it from one role to another within the childcare sector. This enables childcare employers to carry out an instant free online check via the update service of any new information relating to an individual’s record, rather than applying for a new DBS check for the individual (<https://www.gov.uk/dbs-update-service>). Failure to join the update service within 19 days of receiving your new document will mean that you can only join the online register by applying (and paying) for a new DBS check.

We recommend that all NESWEC students use this registration service to ensure that their DBS check is portable. Some settings will now only accept visitors with online registration of their DBS check.

1. For those who have lived or worked outside Great Britain, it is very important to have documentation from the police service of that country which shows you do not have a criminal record there. This may be asked for by a school or setting where you volunteer and should certainly be asked for if you apply for a job. Very occasionally, it is impossible or impractical to source this documentation. In this case, it is at the school or setting’s discretion as to what they will accept. You must be able to show that you have exhausted all reasonable means of obtaining the documentation. This could be a full record of communication you have initiated to try to get the documents. You may find useful information on official sites and in online groups about how to obtain the relevant documents from specific countries.
2. If there are significant gaps on your CV, when you apply for a regular volunteer or paid post, you should be asked to explain these and may be asked to provide evidence to explain these.