



A world in which Autism is celebrated.

Registered Charity No. 1152188

Employment

38. DBS Policy.

At Sunbeams we aim to provide a safe and secure environment for all children and young people who attend our sessions at all times.

- We will not allow any potential members of staff or volunteers to start working with the children/young people until their enhanced DBS is completed and returned to Sunbeams.
- Sunbeams management committee (Trustees) are required to confirm that the person is suitable to work with children/ young people once their DBS has been completed and before they commence employment.
- We accept that this might cause a delay in starting employment or volunteer work, but the children/young people's safety is paramount and this policy must be adhered to at all times.
- If a staff member has a valid DBS when joining Sunbeams, and whilst their new DBS is being processed they are permitted to work within the main areas of the setting as long as there are other staff members present. This does not extend to personal care such as the toilets or changing area.
- Once the new DBS has been processed and received this exception is lifted.
- Staff will be asked to sign a declaration each year that there are no changes that Sunbeams should be aware of that will show up if a new DBS was to be sent off. Also, DBS will be recertified every 3 years that you are an active member of staff at Sunbeams.
- BY "DBS" we mean enhanced DBS.

This policy was adopted on

Policy updated August 2025

Date to be reviewed April 2026

Signed on behalf of the management committee

Name of Signatory Susan Carr

Role of Signatory Manager

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025