



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 check was to be sent off. Also, DBS checks will be requested every 3 years unless the staff member is on the update service.
- BY "DBS" we mean an enhanced DBS.

This policy was adopted on

20th April 2015

Policy updated

28th April 2026

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory Susan Carr

Role of Signatory CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	28/04/2026