



### DBS Update Service Policy

All staff and volunteers working for Be Happy childcare services LTD are required to have a DBS check, this will be completed by ourselves if the applicant has not already had one which is on the update service.

All applicants whom have had a DBS check done by Be Happy Childcare services must create an account on the Update service you can find the page on where to sign up here

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

To have an account on the update service there is a £13 charge per year. Be Happy will reimburse this amount for as long as you are employed/volunteering with us.

If your DBS is already on the update service you will be required to give us some information in order to check eligibility.

This policy was adopted by	Be Happy Preschool
On	<hr/> 11/05/2017
Date reviewed	<hr/> 05/02/2019
Signed on behalf of the provider	<hr/> Hellen Lawuo-Meena
Name of signatory	<hr/> Joanne Poole
Role of signatory (e.g. chair, director or owner)	<hr/> Manager
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