Early Tree

EARLY TREE SUPPORT · GUIDE

Staff and DBS

Adding staff, DBS checks and the single central record

EARLY TREE VERSION
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FOR
Managers and owners

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

STAFF AND DBS

Staff and DBS

WHO IT'S FOR
Manager Owner

WHERE TO FIND IT
Staff

Every member of staff has one record: their details, role and rooms, contract and hours, qualifications and training, their checks, documents and sign-in. Their checks feed the **DBS register** and the **single central record**, which show at a glance whether everyone has been properly vetted.

Guides in this area

Guide	When
Adding a member of staff	Someone new joins
DBS checks	Recording a DBS certificate, Update Service checks and renewals
The single central record	Keeping vetting complete, and showing it to an inspector

What the law asks of you

The EYFS statutory framework for group and school-based providers (effective 1 September 2026) requires you to:

- obtain an enhanced criminal records check and barred list check for everyone aged 16 and over who works directly with children, or lives or works on the premises where childcare is provided (paragraph 3.15), with an additional check for anyone who has lived or worked abroad (paragraph 3.16);
- not allow anyone to start working or volunteering until you have received their enhanced check and barred list check, and not allow anyone whose suitability hasn't been checked to have unsupervised contact with children (paragraph 3.17);
- record staff qualifications, identity checks, vetting and references, including the criminal records check reference number, the date it was obtained and who at the setting obtained it (paragraph 3.18);
- obtain at least one written reference before anyone is recruited (paragraph 3.20).

STAFF AND DBS

Staff: adding a member of staff

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Manager Owner	**Staff** › **Staff Directory** › **Add staff member**	About 10 minutes	Permission to change staff records

Purpose

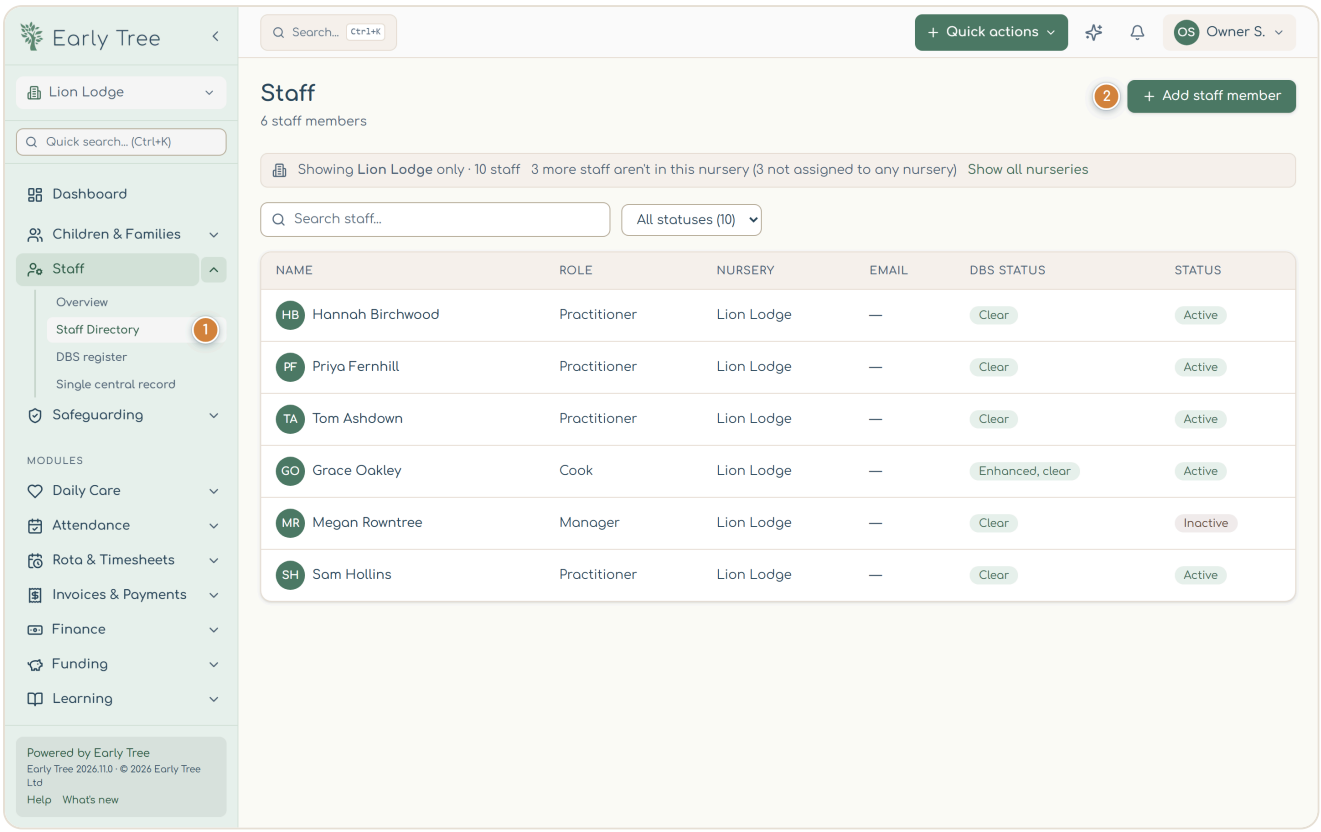
Create a new starter's record, step by step, so they can be put on the rota, counted in ratios and checked for the single central record. You can stop at any step and come back: the record is kept as a draft until you finish.

Before you start

- Have their name, contact details, start date, contracted hours and usual working week.
- Have their highest relevant qualification and paediatric first aid certificate, if they have one.

Add them

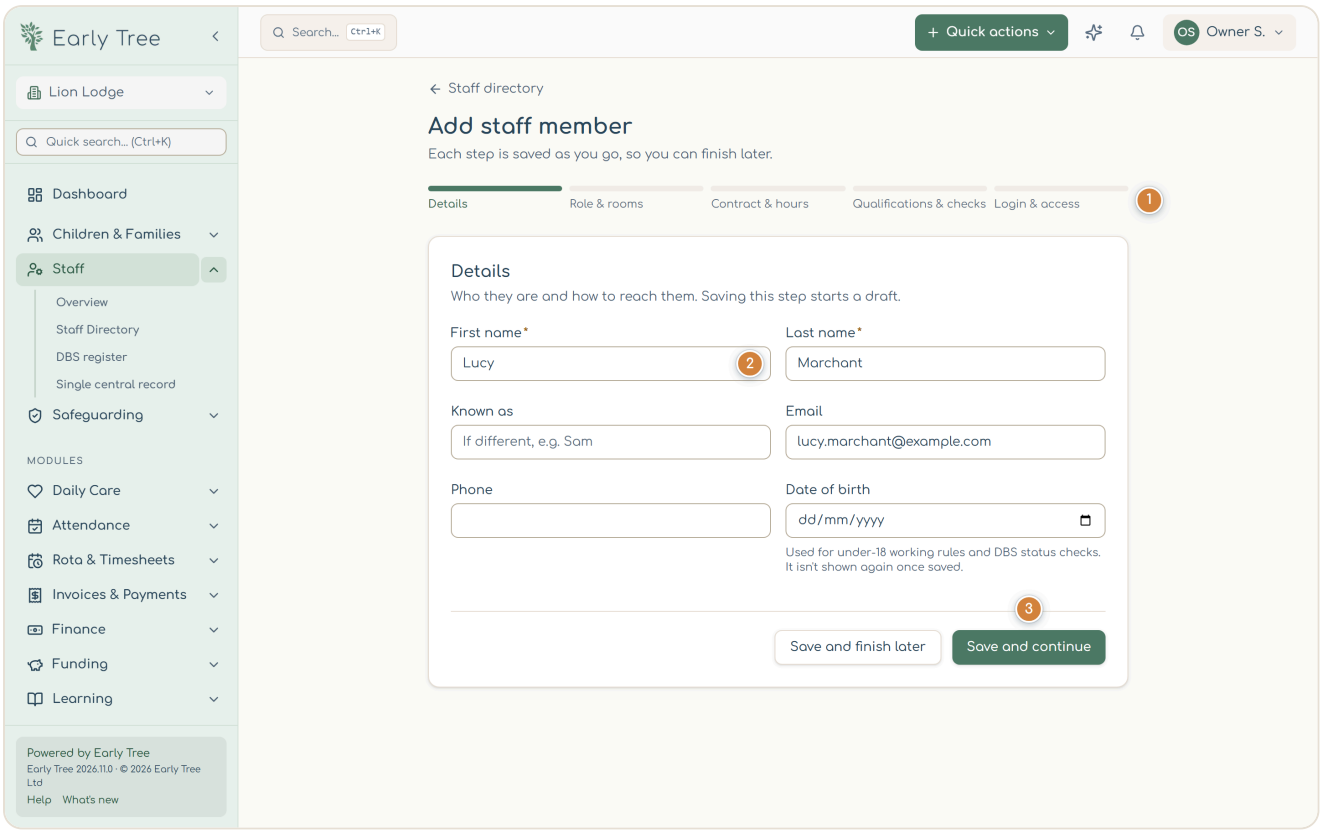
1. In the menu, select **Staff**, then **Staff Directory** (1), and **Add staff member** (2).



Staff › Staff Directory.

The steps are listed down the side 1: **Details**, **Role & rooms**, **Contract & hours**, **Qualifications & checks** and **Login & access**.

1. **Details:** enter their **First name** 2 and **Last name**, and their email, phone and date of birth. Select **Save and continue** 3.
2. **Role & rooms:** choose their nursery and role, whether they're a key person or a key holder, and either **One home room** or **Floats between rooms**.
3. **Contract & hours:** their start date, whether they work all year or term time only, their contracted hours, and their **Usual working week**, day by day.
4. **Qualifications & checks:** their highest relevant qualification, paediatric first aid certificate (issue and expiry dates) and their DBS check (see DBS checks).
5. **Login & access:** switch on **Invite them to sign in to Early Tree** and choose their role in Early Tree, if they need to use it.
6. Select **Finish and add**.



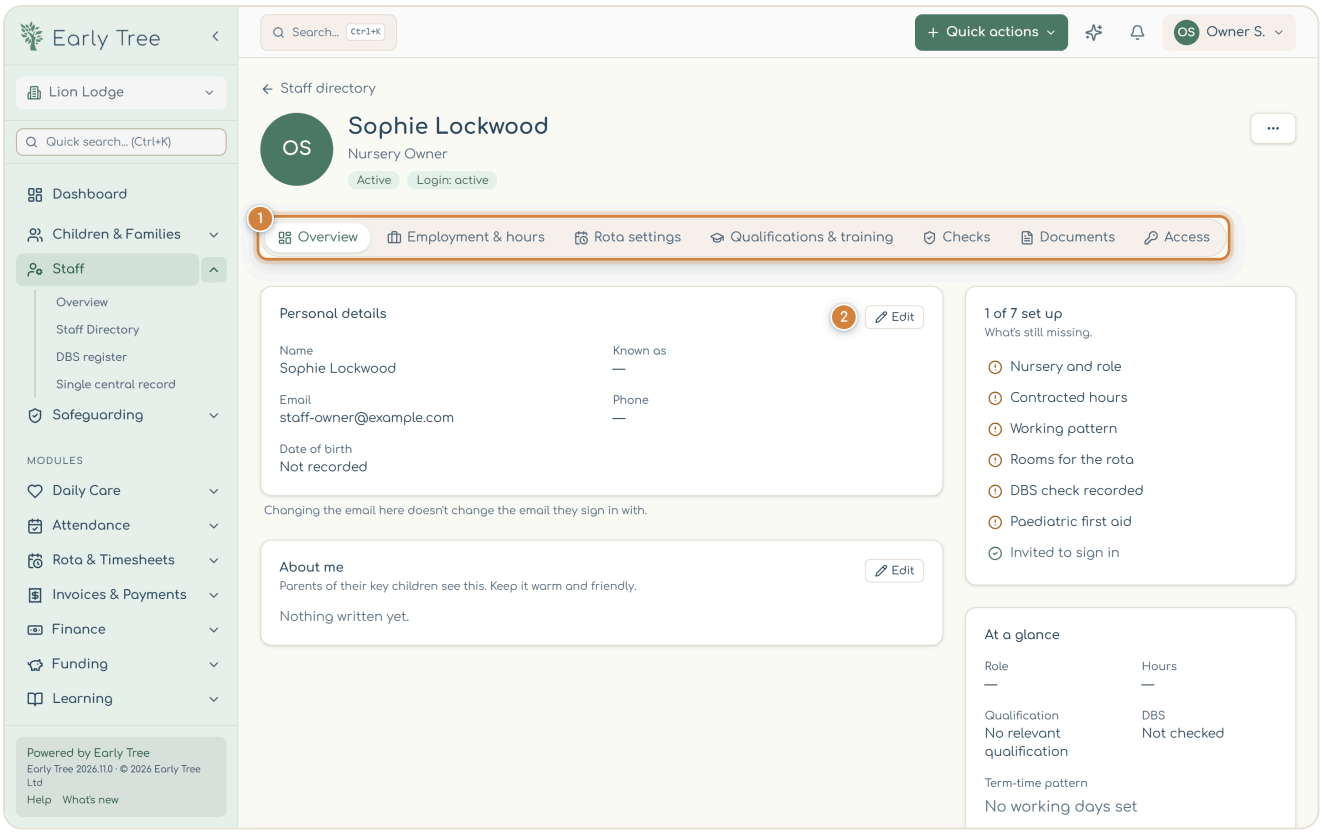
Adding a member of staff: the first step.

What you should see

> Their record opens. They're in the staff directory, and their checks appear in the DBS register and the single central record, showing anything still missing.

Keep their record up to date

The record has tabs 1: **Overview**, **Employment & hours**, **Rota settings**, **Qualifications & training**, **Checks**, **Documents** and **Access**. Each section has its own **Edit** 2: change it and select **Save**, and nothing else on the record changes.



A member of staff's record.

To record that someone has left, set their **Leaving date** under **Contract & hours**. **More actions › Deactivate staff member...** is for a record that shouldn't be used at all.

Common problems

"Check the highlighted fields."

Something on this step is missing or not valid; the message under the field says what.

"This email is already used".

There's already a record or draft for them. Use the link to continue that draft or open their profile.

I started adding someone and stopped.

Their draft is kept. Find them in the staff directory and carry on, or use **Discard draft** to remove it.

Related guides

- DBS checks
- The single central record
- Planning the week's rota

STAFF AND DBS

Staff: DBS checks

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Manager Owner	**Staff** › **the person** › **Checks**	A few minutes per check	Permission to manage DBS checks

Purpose

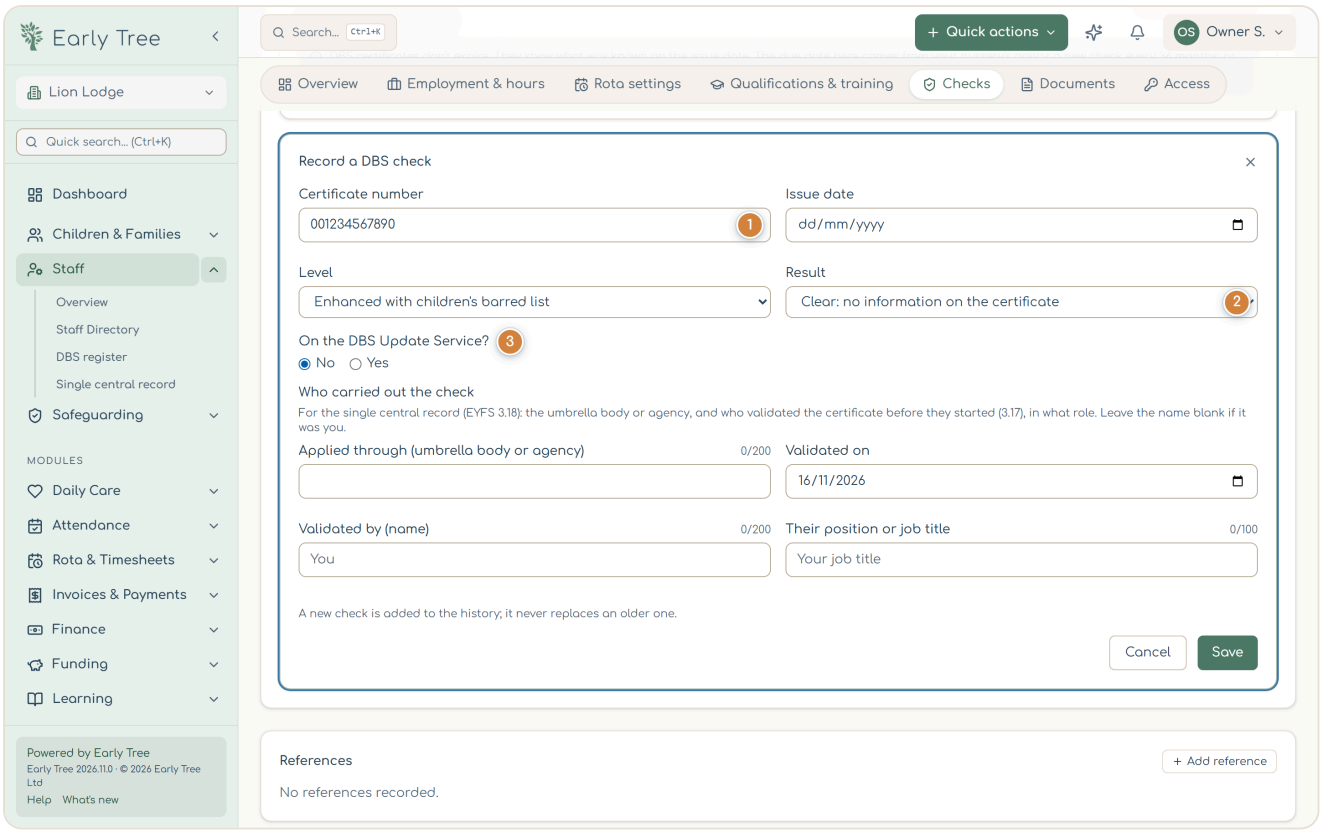
Record each person's enhanced DBS and barred list check before they start, check it again through the DBS Update Service where they've subscribed, and see who needs a new check.

Before you start

- See the original certificate (DBS sends it to the applicant, not to you). Check it for any information that would suggest the person is unsuitable before they have unsupervised contact with children (EYFS paragraph 3.17).
- Before checking someone on the DBS Update Service, get their consent (EYFS 2026, footnote 24 to paragraph 3.17).

Record a check

1. Open the member of staff's record, the **Checks** tab, and select **Record a DBS check**.
2. Enter the 12-digit **Certificate number** 1, the **Issue date** and the **Level**.
3. Choose the **Result** 2: **Clear: no information on the certificate**, **Information disclosed** (then record your decision and why, but not the disclosure itself), or **Applied for, waiting for the certificate**.
4. Record **Who carried out the check**: the umbrella body or agency it was applied through, and who validated it, when and their position. EYFS paragraph 3.18 asks you to record the reference number, the date and who obtained it.
5. Under **On the DBS Update Service?** 3, choose **Yes** if they've subscribed, and record when they agreed to status checks.
6. Select **Save**. A new check never overwrites an earlier one; both stay in the history.



Recording a DBS check.

Check on the DBS Update Service

For someone on the Update Service, select **Check now with DBS** on their **DBS check** section. Early Tree asks the DBS for the certificate's current status and records the answer. If you checked on the DBS website instead, use **Record a check made on the DBS website**. If the status shows a change, a new enhanced check must be applied for (EYFS 2026, footnote 24).

Renewals and the DBS register

Staff › DBS register lists everyone's latest check, who validated it, whether they're on the Update Service, and when the next check is due. **Needs attention** shows the people to act on. In the register's **DBS policy**, set how often you want a new check and how many days' warning you get.

Certificate copies

You don't need to keep a copy of a DBS certificate. If your setting chooses to, an owner switches on **Allow copies of DBS certificates to be stored**; copies are then deleted automatically after the number of months you set (6 at most).

Common problems

"Enter the 12-digit certificate number."

The number is the 12 digits printed on the certificate.

The single central record still shows a gap for DBS.

Check that who validated it, and when, are recorded, and that it was done before the person's start date.

Related guides

- The single central record
- Adding a member of staff

STAFF AND DBS

Staff: the single central record

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Manager Owner	**Staff** › **Single central record**	A few minutes to review	Permission to see vetting (changing it needs permission to manage vetting)

Purpose

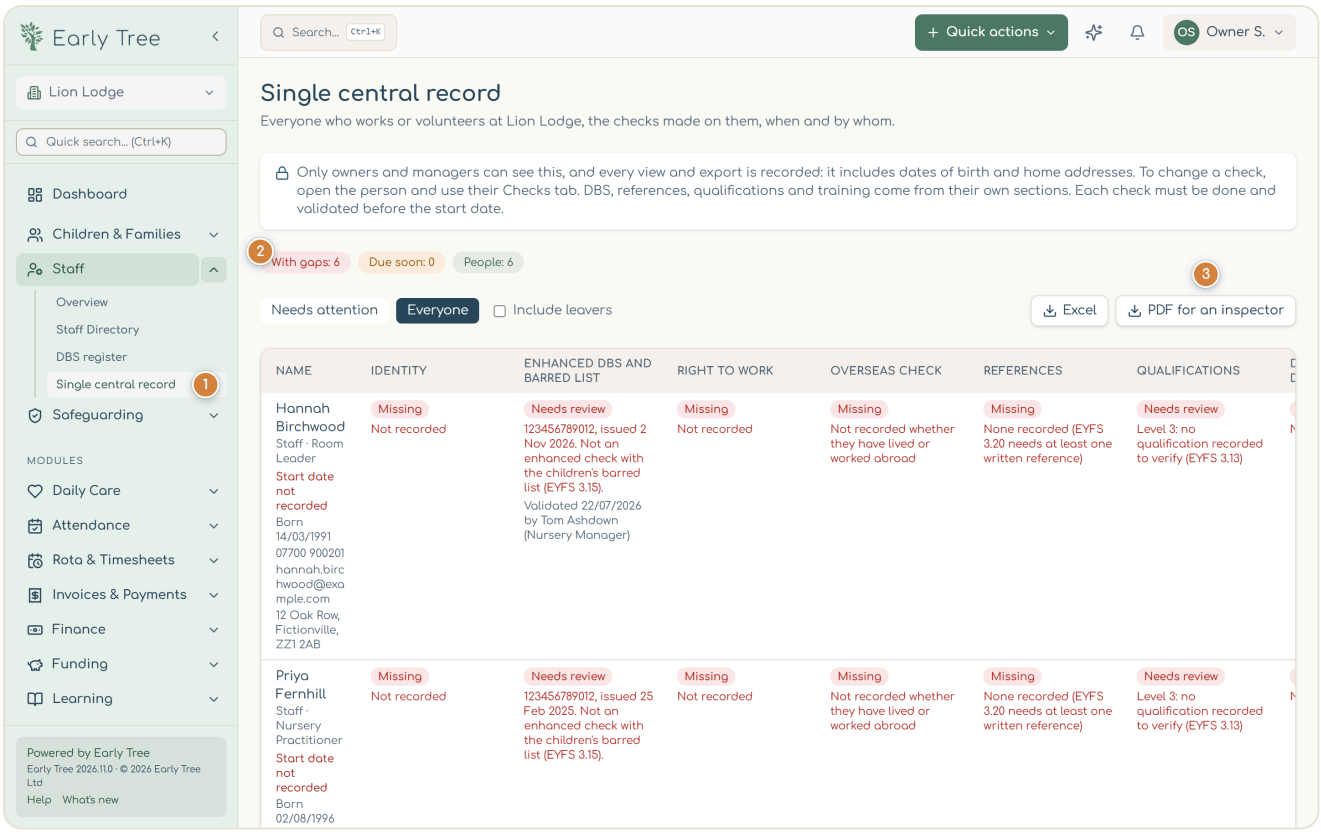
Show, in one place, that everyone who works or volunteers at your nursery has been properly checked: identity, DBS and barred list, right to work, references, qualifications and training, with when each was done and who did it. EYFS paragraph 3.18 requires you to record these checks.

Before you start

- The record shows personal details (date of birth, contact details, home address). Only people with permission to see vetting can open it, and every view and export is recorded.

Review the record

1. In the menu, select **Staff**, then **Single central record** 1.
2. The counts 2 show how many people have gaps and how many checks are due soon. **Needs attention** shows only them; **Everyone** shows the whole record, and **Include leavers** adds people who have left.
3. Each row is a person: their role, start date, date of birth and contact details, then a cell for each check showing **Done**, **Due soon**, **In progress**, **Missing**, **Overdue** or **Needs review**, with the date and who validated it.



The single central record (fictional staff).

Fix a gap

Open the person (select their name) and the **Checks** tab. Each check has its own section: identity, right to work, DBS, references, overseas checks and the disqualification declaration, plus qualifications and training on their own tab. Record what was checked, when and by whom, and select **Save as a new check**. Earlier checks are kept.

A red warning means a check wasn't done and validated before the person's start date. Nobody may start, or have unsupervised contact with children, before their enhanced check and barred list check (EYFS paragraph 3.17).

Give an inspector a copy

Select **PDF for an inspector** 3 (or **Excel**). The export includes the same columns, with date of birth, contact details and home address. Keep it secure.

Common problems

"Start date not recorded".

Add their start date under **Contract & hours**, so the record can tell whether checks were done in time.

"Address not recorded".

Add it under **Personal details for the record** on their **Checks** tab.

A reference shows "Not validated yet".

Record who checked it with the referee, when and their position.

Related guides

- DBS checks
- Adding a member of staff