

## WORLINGHAM PRE-SCHOOL

### Disclosure and Barring Service (DBS) Handling Policy:

#### **Statement of intent**

It is our intention to respect and ensure the privacy of all people who have a disclosure and barring certificate for use within our setting. The code of practice requires that we handle DBS information in a safe and secure way.

#### **Aim**

We aim to ensure that secure storage, handling, use, retention and disposal of disclosure and barring service (DBS) certificates and certificate information is handled and kept safe correctly.

#### **General Principles:**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Worlingham Pre-School complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters as described from herewith.

#### **Storage and Access:**

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **Handling:**

In accordance with section 124 of the Police Act 1997, certificate information only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**To Note:** those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection. Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

#### **Usage:**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention:

Once the recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail. **See pre-school learning alliance retention information in our GDPR Policy**

## Disposal:

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. **However, not -withstanding the above we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.**

## Acting as an Umbrella Body:

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers of recruiting organisations), We will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for DBs certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

## **See our GDPR Policy**

This policy was adopted by	Worlingham Pre-School	<i>(name of provider)</i>
On	<u>7<sup>th</sup> January 2021</u>	<i>(date)</i>
Date to be reviewed	<u>November 2021/January 2022</u>	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	