

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of children are met.



10.13 Handling of DBS Certificate Information

Policy statement

As an organisation using the Disclosure Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, Long Wittenham Pre-School complies fully with the DBS 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.

Procedures

Storage and access

Certificate information should be kept securely, in a lockable storage container 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 is 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.

The original DBS checks do not need to be retained for the purposes of inspection but it is necessary to be able to show a record has been kept of it. Once the inspection has taken place this information should be destroyed in accordance with DBS codes 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 a 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 with 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.

Disposal

Once the retention period has elapsed, we will ensure that any 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 the certificate. However, notwithstanding 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 request, the unique reference number of the certificate and the details of the recruitment decision taken.

Acting as an Umbrella Body

We will not act as an Umbrella Body (one which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations).

Other useful sources of information

- DBS Code of Practice

Policy approved and adopted by LWPS Board of Trustees on 17 October 2016	
Signed on behalf of the provider	
Name of signatory	Jenny Caw
Role of signatory	Co-Chair
Reviewed February	Signed:  Dated: 20 Feb 2017
Reviewed June	Signed: Dated:

