

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Information and Records

SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURE AND BARRING SERVICE (DBS) CERTIFICATES AND CERTIFICATE INFORMATION

As an organisation using the Disclosure and Barring service to help assess the suitability of applicants for positions of trust, Kloisters Kindergarten 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 General Data Protection Regulations (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy to these matters, which is available to those who wish to see it on request.

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 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 certificate's 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.

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 complaint's, or be the purpose

of completing safeguarding audits. 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 DBS certificate information is immediately destroyed by secure means, e.g. by shredding.

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a 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 requested, the unique reference number of the certificate's and the details of the recruitment decision taken.

While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste paper bin or confidential waste sack).

Policy Links:- Safeguarding Policies
Staffing & induction policies
Providers records policy
Human Rights Act1998
General Data Protection Regulations 2018
Retention Periods for Records
Staff Handbook

Code of practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>)

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	26/09/19	<i>(date)</i>
Date to be reviewed	08/2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Mrs N Bromley	
Role of signatory (e.g. chair, director or owner)	Bursar	