



Care chiefs children's nursery

Disclosure Policy

General principles

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau and Independent Safeguarding Authority.

DBS is an executive non-departmental public body of the Home Office

As an organisation using DBS to help assess the suitability of applicants for positions of trust, we comply fully with the DBS Code of Practice (and the Data Protection Act) regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information.

Storage and access

Disclosure information is always kept securely, in lockable storage with access 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, Disclosure 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 disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure 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

We do not keep disclosure information for any longer than is absolutely 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 disclosure information for any longer than six months, we will consult the DBS.

Disposal

Once the retention period has elapsed, we will ensure that any disclosure information is shredded, pulped or burned. We will not keep any photocopy/image of a disclosure. However, notwithstanding the above, we may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.