



Christ Church CE VC Primary School

MODEL RECRUITMENT STORAGE OF DISCLOSURE INFORMATION POLICY AND PROCEDURE FOR SCHOOLS

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1. What is it?

This policy explains the school's position regarding the handling, use, storage, retention and disposal of information obtained from disclosure and barring (DBS) service checks to help assess the suitability of applicants for positions of trust as well as for current employees who may need a new check carried out. This policy is in accordance with the DBS Code of Practice.

2. Who does it apply to?

All school staff and unsupervised volunteers.

3. When does it apply?

This policy applies when the school obtains confidential information about applicants for roles and about current employees, or unsupervised volunteers via a DBS check through the disclosure and barring service.

What are the main points?

4. Disclosure and Barring Service Checks

- 4.1 It will be necessary for the school to obtain confidential information from the DBS about employees, unsupervised volunteers and job applicants in order to understand past criminal convictions.
- 4.2 New employees and new volunteers being recruited into roles which bring them into contact with children on an unsupervised basis will always have a DBS check carried out before starting work. This will be checked carefully by the Headteacher and the person may not start work until cleared to do so.
- 4.3 Disclosure information is contained in DBS checks under section 113 of the police act 1997 and in enhanced DBS checks of the Act or in information provided by the police under section 115 of the Act.
- 4.4 There are different types of disclosures:
 - disclosure and barring (DBS) certificates (or standard checks)
 - enhanced disclosure
 - barred list checks.

Enhanced disclosures with a barred list check are the main ones required for employees / unsupervised volunteers at the school.

- 4.5 Information obtained via disclosures is highly confidential and the school will ensure the safe storage, access, handling, usage and destruction of such information.
- 4.6 The school will use the disclosure and barring service to help assess the suitability of applicants for positions of trust, and will comply fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of copies of DBS checks we may take and DBS check information.

- 4.7 The school will also comply 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 disclosure information as detailed in this policy, which will be made available to those who wish to see it.

5. Storage and access

- 5.1. The school does not retain copies of DBS checks after they have been checked. It may be necessary to take a copy, with the person's permission, in order to discuss the content with an HR case advisor but a copy of the check itself will not be kept on file.
- 5.2 The school will record the outcome of a check carried out on the individual's personnel file on a 'single central record'.
- 5.3 If a copy of the DBS check is to be sent to an HR case adviser, it will in the meantime be held securely in a lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- 5.4 Keys or combinations for such storage units will not be freely available and access will be restricted to named individuals only, normally the Headteacher and his/her appointed administrator.

6. Handling

- 6.1 In accordance with section 124 of the Police Act 1997, DBS check information will only be passed to those who are authorised to receive it in the course of their duties.
- 6.2 The school will maintain a record of all those to whom DBS check information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

7. Usage

- 7.1 Information gained via checks will only be used for the specific purpose for which it was requested and for which the applicant's full consent had been given.
- 7.2 The school will ask the person for written permission to take a copy of the DBS check.

8. Retention

Once a recruitment (or other relevant) decision has been made, the school will not keep DBS information for any longer than is necessary.

9. Disposal

- 9.1 Once the need to keep a copy of the DBS check has passed, the school will ensure that any DBS check information is immediately destroyed by secure means, i.e. by shredding, pulping or burning.
- 9.2 While awaiting destruction, DBS information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).
- 9.3 However, notwithstanding the above, the school may keep a record of the date of issue of a check, the name of the subject, the type of certificate requested, the position for which the check was requested, the unique reference number of the check and details of the recruitment decision taken.

10. Reporting issues to the DBS

Where the school becomes aware that this policy has been contravened, it will immediately report this to the disclosure and barring service.

11. Equal opportunities

The school will make any necessary adjustments to ensure that all employees are treated fairly within the law.

12. Legislation

- DBS code of practice
- Data Protection Act 1998
- Police Act 1997
- Protection of Freedoms Act 2012

13. Further advice and information

The following are related policies and procedures:

- DBS policy
- recruitment of ex-offenders
- disclosure and barring service checks