

**Safeguarding and Welfare Requirement: Information and Records.**

**Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.**

**Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**

It is a requirement of the Disclosure and Barring Service’s (DBS) Code of Practice Capita (both umbrella organisations for the DBS of England and Wales) that a body or individual using our service must have a written policy on the correct handling and safekeeping of Disclosure information.

**Policy Statements**

**General Principles**

As an organisation using the DBS (previously CRB) service to help assess the suitability of applicants for positions of trust, Hook Village Nursery complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure 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 Disclosure information.

**EYFS Key Themes and Commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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**Characteristics of Effective Learning**

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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**Procedures**

Storage and access Disclosure information is kept securely, via the online service offered by Capita, 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, 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 Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. Note: When required by statutory duty to retain Disclosures for inspection purposes, the Disclosure will be destroyed immediately following the inspection.

Usage Disclosure information is only used for 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 Disclosure 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 Disclosure 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.

## **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding. While awaiting destruction, Disclosure 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 Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Our Disclosure and Barring Certificates are obtained through Capita.

## **Legal framework**

Data Protection Act 1998, Human Rights Act 1998

## **Further guidance**

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

Can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk), or [www.hse.gov.uk](http://www.hse.gov.uk), or other government websites.



Signed on behalf of Hook Village Nursery  
Chairperson

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