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Document.	038	DBS Certificate Handling and Keeping It Safe Policy			
Revision	02	Approved By	Naomi Lee	Approval Date	30/09/22

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Policy

GENERAL PRINCIPLES

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Duchy Preschool and Playgroup complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

We also comply fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and have a written policy on these matters, which is available to those who wish to see it on request.

STORAGE AND ACCESS

Certificate information will 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. All DBS number is stored on our central record for reference.

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 understand 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

We are legally entitled to retain the certificate information for the purpose of Ofsted inspection and in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits. This practice is compliant with the Data Protection Act, Human Rights Act, General Data Protection

Approved by (signature)	
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Regulation (GDPR). 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, for example 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 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 certificates and the details of the recruitment decision taken.

(Policy obtained from Independent Safeguarding Service CIC)

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Document History

Rev	Changes	Date	Approval
00	Original policy	04/07/19	Gosia Prout
01	Reviewed	5/5/21	KH
02	Reviewed amended added that DBS info Is stored on Duchy preschool central record.	30/09/22	NL
	Reviewed	06/01/24	Katy Taylor

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