

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment

2.9 Policy on the secure storage, handling, use, retention and disposal of CRB/DBS disclosures and disclosure information

Policy statement

As an organisation using the Disclosure and Barring service previously known as the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust. Rainbow Pre School 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 the obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage retention and disposal of Disclosure information.

The aim of this policy is to;

- Ensure compliance with the DBS Code of Practice.
- Assist the Pre School with transparent recruitment methods.
- Give potential employees equal opportunities in the recruitment process.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

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Procedures

▪ **Storage & Access**

Disclosure information is never kept on an applicant's Personnel File and is always kept separately and securely, in lockable, and 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, 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 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**

Once a recruitment or other relevant decision has been made, 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 longer than six months, we will consult the 5BS about this and will give full consideration to the Data Protection and Human Rights implications before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

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- **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. 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 the Disclosure. However, the above notwithstanding, we may keep a record of the date of issue of the 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.

This policy was adopted at a meeting of	Rainbow Pre School
Held on	17/04/2018
Date to be reviewed	During 2020/21
Signed on behalf of the management committee	
Name of signatories	Lisa Brown & Lucy Willoughby
Role of signatories (e.g. chair/owner)	Co Chairs

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)

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