

# Bambino Ltd

## DBS Policy

Version	Date	Author	Comments
1.0	01/2010	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	10/01/14	Sharon Peach	Renamed DBS policy

# **DBS Policy**

## **Statement of intent**

It is a requirement of the DBS's Code of Practice that a body using a DBS service must have a written policy on the correct handling and safekeeping of Disclosure information.

## **General Principles**

As an organisation using the Criminal Records Bureau Disclosure service to help assess the suitability of applicants for positions of trust, Bambino Ltd 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 and has a written policy on these matters.

## **Storage and access**

Disclosure information should 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.

## **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 of Disclosure information has been revealed and 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.

## **Interview**

Shortlisted candidates are invited for interview at the nursery by the manager and deputy. Selection criteria are agreed before the interview and a scoring system is used during and after the interview. Candidates are asked about their attitudes

towards safeguarding children as well as their childcare skills. A number of potential staff are then invited back for 'stay and play' sessions.

### **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 the destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy of the Disclosure. However, notwithstanding the above, we may 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 and the details of the recruitment decision taken.

