



Panda Playgroup, Sticky Mitts and Tiny Tots

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

Employment

Secure Handling of Disclosures

Policy Statement

At Panda Playgroup we use the Disclosure and Barring Service (DBS) to help assess the suitability of applications for a position of trust. Panda Playgroup 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. This policy will be made available to those who wish to see it on request.

Procedures

Storage and Access

- Disclosure information should be kept 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.

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.

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 necessary. This is generally for a period of 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, pulping or burning. Whilst waiting for destruction, Disclosure information will be kept secure.
- We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.
- However, 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 any subsequent decisions taken.

Disclaimer

- After the initial DBS all staff are required to sign a disclaimer notice annually declaring they have had no convictions since their last DBS check.

This policy was adopted at a meeting of Panda Playgroup held on:
Date to be reviewed:

Signed on behalf of the management committee:
Name and role of signatory:

Signed on behalf of the staff team:
Name and role of signatory:

