

## **DBS Policy**

### **Links to Every Child Matters: Staying Safe**

### **Links to Welfare Requirements: Safeguarding and Welfare requirements- Suitable people 3.10**

Small World Nursery has an effective system in place to ensure that practitioners who have regular contact with children are suitable to do so.

The nursery will make informed recruitment decisions using evidence from references, interviews, qualifications and the DBS process to determine suitability. Disclosures should be handled in accordance with the DBS's Code of Practice and Explanatory Guidance.

Ofsted has retained responsibility for checking the suitability for the registered provider (e.g. voluntary management committee/ private owner) and the responsible person (e.g. the Manager)

The nursery uses a company called GB Group that process the DBS forms for all of the practitioners that work at Small World Nursery. It is an online process where they check the form for accuracy, forward it the form to the Government's DBS centre where police checks, convictions and other records are completed.

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

As an organisation using the Disclosure service to help assess the suitability of applicants for positions of trust, Small World 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 it's 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, which is available to those who wish to see it on request.

#### **Storage and access**

Disclosure information should be kept securely, in a lockable, non-portable, storage container with access strictly controlled and limited to those 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 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 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.

This policy was adopted by	Small World Nursery
On	13 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)