

General Welfare Requirements; Documentation

Providers must records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

Record keeping

St Mawgan Pre-school Policy for – Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

Policy Statement

General principles

As an organisation using the DBS Disclosure service to help access the suitability of applicants for positions of trust, St Mawgan 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 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 this written policy on these matters, which is available to those who wish to see it on request.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
	2.1 Respecting each other		

Storage and access

Disclosure information is kept securely, in lockable 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 it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Note: When required by statutory duty to retain Disclosures for inspection purposes, the Disclosure will be destroyed immediately following the inspection.

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) has been made, we do not keep Disclosure information for any longer that 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. 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 a 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 of the Disclosure and the details of the recruitment decision taken.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998
- Police Act 1997

This policy was adopted at a meeting of.....**St Mawgan Pre-school**.....

Held on.....

Date to be reviewed.....

Signed on behalf of the management committee.....

Name of signatory.....

Role of signatory.....