**General Welfare Requirement: Documentation**

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

**Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Disclosure information**

**Policy statement**

*As an organisation using the Disclosure Baring Service (DBS) service to help assess the suitability of application for positions of trust, Small Steps Pre-school Boreham 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, 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** |
| 1.2 inclusive practice |  |  |  |

**Procedures**

***Storage and access***

*Disclosure information is 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 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 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 up to 6 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 6 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 destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential was 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, not with standing 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 Right s Act 1998*

**Further guidance**

* *Employment in Early Years Settings (2007)*

|  |  |
| --- | --- |
| This policy was adopted at a meeting of | Small Steps Pre-School, Boreham |
| Held on | (date) |
| Date to be reviewed | (date) |
| Signed on behalf of the parent committee |  |
| Name of signatory |  |
| Role of signatory (Chairperson) |  |