



HANDLING DBS DISCLOSURE INFORMATION POLICY

Approved by Trust Board on: 27th September 2023

Review Date: October 2026

1. General Principles

As an organisation using the Disclosure Barring Service (DBS) to help assess the suitability of applicants in a regulated activity, Saracens Multi-Academy Trust (SMAT) complies 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 2018, the GDP Regulation and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. The Trust is required to have a written policy on this matter.

1.1 Storage and Access

Disclosure information is kept securely in a lockable, non-portable filing cabinet and/or in a secure, password protected computer folder. Access is limited to those who are entitled to see it as part of their duties.

1.2 Handling

In accordance with the law, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record is kept of all those to whom the Disclosures or Disclosure information has been revealed and we are aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

1.3 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. SMAT school are inspected by Ofsted. Ofsted may be legally entitled to retain a DBS certificate for the purpose of inspection.

1.4 Retention

Members of staff, prospective members of staff and volunteers who have completed DBS checks must bring in the original DBS certificate for checking by the Trust Business manager or his/her delegate. Alternatively, where the member of staff/prospective member of staff/volunteer is registered for the DBS online service, they must provide the Trust Business Manager or their delegate with the necessary information to log on and check their certificate details and bring the original DBS certificate into the Trust Office for inspection. The Business Manager, or delegate will make a note of the following details:

- The date of issue of a Disclosure
- The name and address of the subject
- The type of Disclosure requested
- The unique reference number of the Disclosure

Details of the recruitment decision will be kept by the Trust.

Where the offer of employment is withdrawn following receipt of Disclosure information, any information provided by the DBS will normally retained for a period of up to 6 months to allow for the consideration of any disputes or complaints or for the purposes of completing safeguarding audit.

In very exceptional circumstances it may considered necessary to keep this information for

longer than 6 months and if this occurs the Trust will consult with 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 considerations regarding safe storage and strictly controlled access will prevail.

1.5 Disposal

Once the retention period has elapsed, the Trust will ensure that any DBS certificate information is immediately destroyed by secure means. Whilst awaiting destruction, certificate information will not be kept in any insecure receptacle.

The Trust will not retain any photocopy or image of the certificate or any copy or representation of the certificate other than that showing the information detailed in paragraph 1.4 (but no other part of the certificate). However, notwithstanding the above, the Trust may keep a record of the:

- The date of issue of a Disclosure
- The name of the subject
- The type of Disclosure requested
- The unique reference number of the Disclosure
- The position for which the Disclosure was requested
- Details of the recruitment decision taken.

1.6 Monitoring arrangements

After September 2020, this policy will be reviewed every 3 years by the Trust CEO and Trust Business Manager, but can be revised as needed. Any substantive changes will be approved by the Board of Trustees.

1.7 Links with other policies

This policy links to the Trust's policies on:

- Recruitment policy
- Equality information and objectives