

General Welfare Requirement: Safeguarding and Promoting Children's Welfare.

The provider must take the relevant steps to safeguard and promote the welfare of children.

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

It is a requirement of the Criminal Records Bureau's Code of Practice and TMG C.RB (an umbrella organisation for the C.RB. of England and Wales) that a body or individual using our C.RB. service must have a written policy on the correct handling and safekeeping of Disclosure information.

Policy Statement

General principles

As an organisation using the Criminal Records Bureau (C.RB.) Disclosure service to help assess the suitability of applicants for positions of trust, Crossbow Pre-School complies fully with the C.RB. 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.

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|------------------|---------------------------|-----------------------|--------------------------|
| 1.3 Keeping Safe | 2.1 Respecting Each Other | 3.4 Wider Context | |

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.

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 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 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 C. R B. 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 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 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 the recruitment decision taken.

All our C.R.B. Disclosures are obtained through T.M.G.C.R.B.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

Further guidance

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)
- Can be found at www.legislation.gov.uk, or www.hse.gov.uk, or other government websites.

