



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

DBS

(formally CRB)

Policy

Updated February 2013



DBS Policy

Responsibilities

The following are responsible for the creation and implementation of this policy:

- The Chairman of the Governors is responsible for ensuring that this policy is suitable and sufficient for use at Old Buckenham Hall (OBH) in meeting the needs and obligations of the Trust.
- The Headmaster is responsible for ensuring that this policy is suitable for use in safeguarding the welfare of children and vulnerable adults in his care at OBH.
- The Business Manager is responsible for the origination and maintenance of this Policy and for its day to day implementation through the relevant HR procedures. She is to conduct a review of the Policy annually or more frequently if required by changes to organisation or legislation.

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, OBH will seek to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We will also seek to comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. Disclosure information is only to be used for the specific purpose for which it was requested and for which the applicant's full consent has been given. A copy of this policy is available from the Business Manager.

Registered Umbrella Organisation

DBS requests will normally be processed through an intermediary, currently *Disclosure Certificates Ltd*. The Headmaster and The Business Manager will normally be the registered signatories on behalf of the School.

Storage and Access

DBS Disclosure information is to be kept securely, in lockable, non-portable, storage containers with access controlled and limited only to those who are entitled to see the information as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only to be passed to those who are authorised to receive it in the course of their duties. As it is a criminal offence to pass this information to anyone who is not entitled to receive it, the Business Manager is to maintain a record of all those to whom Disclosures or Disclosure information is revealed

Retention

Once a recruitment (or other relevant) decision requiring access to a DBS clearance, has been made, the Disclosure information is not to be retained 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, the DBS is to be consulted about this and full consideration is to be given to the data protection and human rights of the subject.

Disposal

Once the retention period for a Disclosure has elapsed, the Disclosure information is to be destroyed immediately by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information is to be kept in secure storage. Photocopies or other images of the Disclosure or any copy or representation of the contents of a Disclosure is not to be retained after destruction of the original. However, notwithstanding the above, 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 is to be retained securely.

ISA Barred List and DBSs for Under 16's

Under new guidance issued in September 2012, it is not permitted to obtain a DBS for persons under the age of 16. There are also now cases when a check on the Barred List is also not permitted.

Frequency of Checks

Enhanced DBS checks on the ISA Barred List may only be obtained for those who carry out certain activities or work in Regulated Activity with children or adults; applicants for gaming and lottery licences; and judicial appointments. (See attached flow chart)

Disclosures for all staff are to be obtained wherever possible prior to their employment and these will be renewed at the School's discretion; anyone employed on duties under Standard 38 (anybody who works in school outside of 'day school' hours and/or carries out boarding duties) must have an Enhanced DBS check prior to starting work. Disclosures are to be requested for all staff as indicated in the Independent Schools Inspectorate guidance and the DfE document Safeguarding Children and Safer Recruitment in Education.

Portability

The DBS does not currently 'facilitate portability' and clearly states that 'organisations that choose to accept a previously issued Disclosure do so at their own risk.' Therefore, OBH are only to accept a previous Disclosure under exceptional circumstances and only then at the discretion of the Headmaster who will sign a declaration to that effect in each case. However, portability will become available in the future and this policy will be amended to reflect that when it is appropriate.

Monitoring and Review

This policy is to be monitored by the Business Manager who is also to undertake a review annually or when changes in legislation are made or when recommendations are made by the Criminal records Bureau.

This Policy should be read in conjunction with the Policy for the Recruitment of Ex-Offenders.

Anne-marie Shropshire
Business Manager

~~Reviewed Oct 2012~~
Reviewed Feb 2013