



### Safeguarding

*Threemilestone School is committed to safeguarding and promoting the welfare of all children.*

*We expect all our team members to share this commitment.*

## **Security of Disclosures and Disclosure Information Policy 2016**

### **1. Introduction**

Threemilestone School will comply fully with the Disclosure and Barring Service (DBS) Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We will also comply fully with obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

### **2. Storage and Access**

Disclosure information is not kept on an applicant's personnel file. It is always kept separately and 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. This access is limited to the Headteacher (Mrs Dickens), The Deputy Safeguarding Officer (Mr Hick), the School Business Manager (Mrs Richardson) and the Governor with Safeguarding Responsibilities (Adele McAlpine).

### **3. 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 recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **4. 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.

### **5. Retention**

Once a recruitment decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for 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 individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **6. Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by 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.

### **7. Adherence to Policy**

Responsibility for the implementation, monitoring and development of this policy lies with the Head Teacher (Michelle Dickens) and the Governor with Safeguarding Responsibilities (Adele McAlpine). Day to day operation of the

policy is the responsibility of The School Business Manager (Miriam Richardson).

## **8. Complaints**

Any employee who has concern regarding the application of this policy should normally make use of the Council's grievance procedure.

Employees wishing to raise a grievance alleging non-compliance with the DBS Code of Practice and/or this policy statement during an internal selection procedure should discuss this with the recruiting line manager in the first instance. An appeal, where necessary, should be made to the Head Teacher. An investigation will then be conducted by the Headteacher and the Governor in charge of Safeguarding. The Head Teacher's ruling will be final. The employee will receive written notification as to the outcome.

Any applicant wishing to raise a complaint should do so, in writing, to the Head Teacher within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by the Head Teacher and the Governor in charge of Safeguarding. The Head Teacher's ruling will be final. The individual will receive written notification as to the outcome.

\_\_\_\_\_ Dated \_\_\_\_\_  
Author

\_\_\_\_\_ Dated \_\_\_\_\_  
Headteacher

\_\_\_\_\_ Dated \_\_\_\_\_  
Chair of Governing Body

\_\_\_\_\_ Dated \_\_\_\_\_  
Chair of Personnel Committee

**Ratified at Full Governors Meeting:**

**Date of next review:**