



Serenity School

Handling of DBS Certificate Information

Linked Policy: Retention of Records and Data Policy, GDPR Policy & Humans Rights Act

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Responsible post holder	Headteacher
Approved by / on	September 2023
Review:	2 Years
Next Review	September 2025
Publication Method	Staff Handbook, Staff Induction

Handling of DBS Certificate Information

This Policy aims to set out clearly how the school promotes and guarantees the secure storage, handling, use, retention and disposal of Disclosure & Barring Service (DBS) certificates and certificate information

General principles

As an organisation using the Disclosure & Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Serenity School complies fully with the Code of Practice regarding the correct handling, use, storage, retention, and disposal of certificates and certificate 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 certificate information (for further information on Data Protection please go to the Schools Policy Page on our webpage.

Storage and access

Certificate information is never kept on an applicant's personnel file and 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.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The school maintains a record of all those to whom certificates, or certificate information has been revealed and the School recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the 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, the school does not keep certificate information for any longer than is absolutely 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 certificate information for longer than six-months, the school will consult the DBS about this and will give full consideration to the Data Protection Act and Human Rights Act and inform the individual subject before doing so. Throughout this time, the conditions regarding appropriate, safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, Serenity School will ensure that any DBS certificate information is immediately returned to the employee or destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

However, notwithstanding the above, the School may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

DBS Check and Clearance Flow Chart

DBS is registered by HR Officer

Copy of DBS Handling Policy provided and directed to Records and Retention Policy



DBS email arrives to School with an Indicator Notice (HT or Chair Informed)

Email to be printed and saved in employee file as record of DBS application

(If clear, then progress to next stage)

(If not clear HT or Chair notified)



When DBS Certificate arrives, details of the certificate are noted and kept in a locked storage cabinet in employee files.



Up Date Service is applied for by employee

Follow up check by Office Manager within one week to confirm UDS

(Use School Template at all times)

Serenity School - DBS Checking Form

(To be added to employee file and maintained at set intervals)

	Information:	Date:	Witness:
Name of the Subject			
Position applied for			
Date of issue of the Certificate			
Certificate Number			
Type of Certificate requested			
Unique Reference Number of Certificate			
Details of recruitment decision taken			

School Stamp

Signature of check: _____

Date of recording: _____

DBS Certificate (copy) returned: Employee Signature _____