

## **DISCLOSURE & BARRING SERVICE HANDLING POLICY**



All reference to personnel includes both paid employees and volunteers.

Anglia Care Trust uses the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, allowing safer recruitment to protect the vulnerable and also to provide opportunities for people with criminal records to be safely employed.

As recipients of Disclosure Information Anglia Care Trust must comply fully with the DBS Code of Practice and are obliged to have a written policy on the correct handling and safekeeping of Disclosure Information.

Anglia Care Trust has adopted the sample policy produced by the Disclosure and Barring Service. Adherence to the policy also ensures our compliance with the Code of Practice in this respect.

### **Storage and access**

Disclosure 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, 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 Disclosure Information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **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.

### **Retention**

Once a recruitment (or other relevant) 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 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 DBS about this and will give full consideration under Data Protection and Human Rights before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure Information is immediately and suitably destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure Information will not be kept in any insecure receptacle (for example, 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 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.

## **Renewals**

The Disclosure and Barring Service (previously CRB) launched its DBS Update Service in June 2013. All applicants completing a DBS Application Form are able to join the online DBS Update Service. Providing that the individual registers with the service within 19 days of receipt of their DBS Certificate and pays an annual subscription fee of £13.00, they will be able to keep their certificate up to date. Anyone who chooses to volunteer with other organisations as individuals will no longer be required to complete an application with every organisation, providing the nature of the work is the same. It also removes the need to complete an application every 3 years.

Anglia Care Trust requires that when the time arises for a new DBS Application Form be completed, all personnel (both employees and volunteers) to register with the DBS Update Service.

This will mean that all new personnel joining Anglia Care Trust will be required to register for the service upon receipt of their DBS Certificate. Existing personnel will not be required to join the service until their existing certificate is due for renewal or should their circumstances change in a way which would require a new certificate to be requested.

Anglia Care Trust will re-imburse subscription fees upon presentation of printed receipts attached to monthly expenses claims.

Date of next review – October 2019