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# Handling of Disclosure and Barring Service (DBS) certificates and certificate information 2020-2023

(This Procedure is derived from the WSCC Model Policy 2015)

Approved by Governors Spring 2020

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

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### 1.0 Policy Aim

1.1 The aim of this policy is to outline WSCC policy on the secure storage, handling, use, retention and disposal of DBS certificates and certificate information.

### 2.0 Policy Scope

2.1 This policy applies to all employees and volunteers of WSCC and any contractor and/or organisation acting on behalf of WSCC, whose role requires a DBS check.

### 3.0 General Statement

3.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, WSCC complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS 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 and this policy is available to those who wish to see it on request.

### 4.0 Storage and Access of DBS Certificates and Certificate Information

4.1 If an applicant supplies a copy of their DBS certificate then best practice would be to destroy it as soon as a recruitment decision has been made. There is no obligation to store a DBS certificate, however, if it is stored the DBS protocol states that it **must** not be stored for more than 6 months in most instances (see 7.0 for more information).

4.2 Although there is no obligation to store the certificate, there **is a need** to store **(indefinitely)** certain information contained on the certificate, such as:

Certificate reference number,

- Date of check, and
- Type of check undertaken e.g. Enhanced DBS with children's barred list.

4.3 This information should be stored on SAP and schools must also store it on their Single Central Record (SCR)

4.4 Where there is a positive disclosure, the 'Positive Disclosure Decision Sheet (central)' or 'Positive Disclosure Decision Sheet (schools)' will be completed following a conversation with the applicant and it will be kept in a sealed envelope in the personal file. This Positive Disclosure Decision Sheet will record 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 and the unique reference number of the certificate along with a record of the discussion leading to the employment decision based on a discussion with the applicant.

4.5 All certificate information will be limited to those who are entitled to see it as part of their duties.

## **5.0 Handling DBS Certificates and Certificate Information**

5.1 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.

## **6.0 Usage of DBS Certificates and Certificate Information**

6.1 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.

## **7.0 Retention of DBS Certificates and Certificate Information**

7.1 DBS checks are processed using the DBS Ebulk system, which allows for clear certificates to be notified electronically.

7.2 Where there is a positive disclosure, the Positive Disclosure Decision Sheet will be retained **indefinitely**.

7.3 Establishments which are inspected by the Care Quality Commission (CQC) and Ofsted may retain the DBS certificate until the next inspection. Once the inspection has taken place the DBS certificate should be destroyed in accordance with the DBS Code of Practice.

## **8.0 Disposing of DBS Certificates and Certificate Information**

8.1 Once the retention period has elapsed, WSCC must ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning.

While awaiting destruction, certificate information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). WSCC must not keep any photocopy or other image of the certificate after the retention period.

## **9.0 Other useful Documents** [Back to contents](#)

- WSCC DBS Guidance
- Positive Disclosure Decision Sheet
- Employee File Retention and Management Policy (WSCC)