



DISCLOSURE & BARRING SERVICE POLICY 2020

Background

The DBS Code of Practice requires that all registered bodies must have a written policy on the correct handling and safekeeping of DBS certificate information. It also obliges registered bodies to ensure that a body or individual, on whose behalf they are countersigning applications, has a written policy.

This policy ensures that we comply with the DBS Code of Practice regarding:

- The correct handling and use of certificates and certificate information.
- The storage and destruction of certificate information.

Haydon Wick Parish Council also complies fully with its obligations under the Data Protection Act 1998 and The Data Protection Act 2018, and other relevant legislation pertaining with the safe handling, use, storage, retention and disposal of criminal record certificate information.

This policy is available on request to those who wish to see it.

HANDLING OF CERTIFICATES AND CERTIFICATE INFORMATION:

Under the new rules, your DBS certificate will be sent to you, once an enhanced disclosure application form has been completed by all parties. Once received, the staff member/volunteer is asked to present the original certificate to ONLY the designated person(s) within the Parish Council:

- Georgina Morgan-Denn (Clerk)

The designated person(s) at this point, will not:

- keep the original certificate,
- take a photocopy or any other image of the certificate
- take copy or any other representation of the contents of a certificate down.

However, we will keep a record of the type of check requested, the certificate reference number, the date the certificate was issued, the counter signatory details and the details of the recruitment decision taken, to show that the check was completed during the recruitment process.

Where an applicant for a DBS check has subscribed to the DBS Update Service (which enables the Council to do an online status check to determine that a previously issued DBS certificate is still up-to-date), the same details will be recorded on the electronic database and a print out of the status of the DBS check will be kept on the staff member/volunteer's personnel file as it contains no personal information.

DISCLOSURE OF CRIMINAL ACTIVITY

If a criminal conviction, caution, reprimand or outstanding hearing is disclosed:

- by the staff member/volunteer themselves and/or
- through a DBS enhanced disclosure check

then It will be processed by the designated person(s) detailed within this policy. In agreement with the staff member/volunteer they take a photocopy of the certificate and a decision whether to offer the staff member/volunteer a role will be objectively assessed by The Chairman and/or the Deputy Chairman of the Council.

All DBS certificates are never kept on the staff members or volunteer's file and are 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 in accordance with section 124 of the Police Act 1997.

A list of these people and their roles are as follows:

Georgina Morgan-Denn (Clerk)

The Council recognises that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

USAGE

Certificate and disclosure information is only used for the specific purpose for which it was requested and for which the staff member/volunteer's full consent has been given when they completed and submitted their application.

RETENTION

Completed DBS certificates are retained for six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, if it is considered necessary to keep certificate information on a DBS form for longer than six months, the Council will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

RENEWAL OF DBS CERTIFICATES

In accordance with our Safeguarding Policy, all volunteers and staff members working with young and vulnerable persons, will be asked to reapply for a new DBS certificate 2 years after the original issue date printed on the certificate.

The Council will write to the individuals when renewal is necessary and explain what steps they need to take to acquire a new certificate.

Version Control

HWPC Disclosure & Barring Service (DBS)	Georgina Morgan- Denn Clerk to Council	Approved at Full Council 20.10.20 Minute ref: FC123.3F	Reviewed annually or as and when amendments are required
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