

DISCLOSURE & BARRING SERVICE (DBS) POLICY

Policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information

Last Review:	December 2023
Approved by Governors:	January 2024
Next Review:	December 2025

Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed to making a better world.

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward – freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures it will follow in conjunction with the Disclosure and Barring Service. In doing so, the College will be mindful not only of its legal responsibilities but of its Mission and Core Values. As the College exercises its duty of care to all its staff and students, it will endeavour to act at all times with respect for the dignity and worth of all those undertaking a DBS check.

1. Policy Statement

This policy is in harmony with the College's Mission in that it seeks to ensure the safe working environment for students and the protection of information on the background of staff and governors.

Both of these work together to create an open atmosphere in which students and staff can work collaboratively together in pursuit of academic excellence and professional development.

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the College complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The College also complies fully with its obligations under the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

The College will conduct a DBS check prior to employment. The job offer is provisional, subject to satisfactory Enhanced DBS Disclosure, including check of Barred List. The College will renew the DBS check every five years for all employees.

2. Storage and Access

Disclosure information will never be kept on a member of staff's personnel file. It will always be kept separately and securely, in lockable, non-portable, fire-proof storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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 maintain a record of all those to whom Disclosures or 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.

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 (or other relevant) decision has been made, the College will not retain 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, the College will consult the DBS for further guidance and will give full consideration to General Data Protection Regulations and the human rights of the individual before doing so. Throughout this time, the College will adhere to the conditions regarding storage and control of any documentation relating to the Disclosure information.

6. Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means. The College will not retain any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. The College does however reserve the right to keep a date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the job title for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Related Policies and Procedures

- Data Protection Policy GDPR
- Privacy and Cookies Policy