



Ladybirds Handling, Usage, Storage, Retention and Disposal of Disclosure and Disclosure Information Policy

(Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool we use the Criminal Records Bureau (CRB) Disclosure Barring Service to help assess the suitability of applicants for positions of trust, we comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure Information.

Procedures

Storage and access

Disclosure information is kept securely, in a locked filing cabinet and access is 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 authorized to receive it in the course of their duties. We maintain a record of all those whom disclosures of disclosure information has been revealed and 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 necessary. This is generally for a period of 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 CRB about this and will consider the data protection and human rights of the individual before doing so. Throughout this time the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, e.g., by shredding, pulping, or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. 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 contents of a disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested and the details of the recruitment decision taken.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Administration of Medicines*
- *Admissions*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *CPD Policy*
- *Critical Incident Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *EYPP (Early Years Pupil Premium)*
- *Fees, Charges, Non-Payment Policy*
- *Financial Reserves Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person & Settling in Policy*

- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children & Staff with Allergies Policy*
- *Medicine Audit*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *Operational Plan*
- *Organisation Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Retirement Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Working in Partnership Policy*
- *Working from Home*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This policy was adopted by the committee on 15/11/2024

Signed: *Jean de Paris*_____

Reviewed Date:

Signature:

Amendments: