



## **Micheldever & Stratton Handling, Usage, Storage, Retention and Disposal of Disclosure and Disclosure Information Policy (Revised 4<sup>th</sup> September 2022)**

*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 Micheldever & Stratton Preschool we use the Criminal Records Bureau (CRB) Disclosure 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 give full consideration to 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*
- *Covid Action Plan*
- *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 Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children/Staff 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*

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

**September 2022**

**Review Date: September 2023**

**\* This policy was adopted by the committee on 26/01/21**

**Signed: Katy Toms**\_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 09/09/22**

**Signature: *Mrs AL Mann-Bye***

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

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