

# Disclosure and Barring Policy and Procedures

## Introduction

Churches in Croxley Green CIO (“we”, “us” or “our”) may request a Voluntary Enhanced Disclosure check processed through the Disclosure and Barring Service (“DBS”) as part of our recruitment process. This would be carried out if the application is successful.

For certain roles, the check will also include information held on the DBS children and adults barred lists, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.

These checks are to assist us in making safer recruitment decisions.

When a check has been processed by the DBS and completed, the individual will receive a DBS certificate which remains in their possession.

## Our approach to DBS checks

While usually an applicant has no obligation to reveal spent convictions, there are certain activities that are exempt from this rule, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. In these cases, we may ask about spent convictions.

If the role that you are seeking with us involves working with, or having access to, children and/or adults at risk, we will require a DBS check. If this is the case, the role description will state that the role is exempt from the Rehabilitation of Offenders Act 1974. If you are seeking such a role, by law, you are not entitled to withhold information, even if you have convictions which would ordinarily be considered to be ‘spent’.

Before you take up a position with us that involves working with, or having access to, children and/or adults at risk, you will be asked to disclose any previous, existing or pending convictions or cautions. This will be in addition to completing a DBS check.

Possession of a conviction or caution will not necessarily mean that you will not be able to work with us. Each case will be considered individually.

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in you not being able to work with us.

A DBS certificate does not have a specific expiry date, as it is a check against records at a given time. We will carry out a recheck every three years under normal circumstances, but, for specific posts where the employee or volunteer makes sole visits to a child and/or vulnerable adult, a recheck will be carried out every two years.

If you have resided outside the UK for ten years or more at the date of application, we will ask you to obtain a certificate of good conduct from the authorities in the state(s) in which you lived.

## **Our DBS Code of Practice**

### **1. Carrying out Checks**

We will carry out DBS checks at recruitment for all positions, paid or voluntary, where the incumbent will have contact with children and/or adults at risk.

### **2. General principles**

As an organisation using the DBS checking service to help assess the suitability of applicants for positions of trust, we comply fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

We also comply fully with our obligations under the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **3. Storage and access**

Certificate information will be kept 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.

### **4. Handling**

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. We maintain a record of all those to whom certificates, or certificate information, has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

[In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.] SHOULD WE REQUESTING A SAFEGUARDING AUDIT ??

### **5. Usage**

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.

### **6. Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information gleaned as part of the recruitment process, for any longer than is 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 certificate information for longer than six months, we will consult the DBS 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.

## 7. Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate 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 certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.