



SEVENOAKS DAY NURSERY

Policy on the correct handling and safekeeping of DBS certificate information (DBS Policy)

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Sevenoaks Day Nursery complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), 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.

Storage and access

We do not store DBS certificates (copies or originals).

We do, however, record the following, basic information:-

- date of issue of a certificate,
- the authorising body which issued it,
- the name of the subject,
- the type of certificate requested,
- the position for which the certificate was requested,
- the unique reference number of the certificate.

and we hold this in a password protected spreadsheet. In the normal course of events this is only accessible by the HR Manager.

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.

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.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

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 DBS certificate information is immediately erased.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery CIO on 28th November, 2018, amended in April 2024 and reviewed in October 2025.

A handwritten signature in black ink, appearing to read 'Stephanie Jenkinson', with a long horizontal flourish extending to the right.

Stephanie Jenkinson
Chair