

## **Integrative Saturday School Ltd. Disclosure Policy**

### **General Principles**

As an organisation using the Disclosure and Barring Services (DBS) Disclosure Service to help access the suitability of application for positions of trust Integrative Saturday School Ltd. complies with the DBS Code of Practice concerning Disclosure information, for agencies accessing the Disclosure service via umbrella agencies.

### **Storage and Access**

Completed Disclosure application forms waiting to be processed will not be kept in an applicant's personnel file but will be kept separately and securely in lockable, non-portable storage containers. No photocopies of forms will be taken. Confirmation from an applicant of the outcome of the check and the date on which it was completed will be attached to the applicant's personnel file. Access to this information will be strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

Applicants will be asked to complete Disclosure form in accordance with the BAND 'Guidance Notes for Applicants'. Once completed the applicant will return the completed form in a sealed envelope to the Head teacher who will then pass this envelope unopened to BAND for processing, together with a BAND1 form and the appropriate fee. Completed forms awaiting processing will only be handled by those who are entitled to do so as part of their duties.

## Usage

Disclosure information will only be used for the specific purposes for which it was requested for which the applicant's full consent has been given.

## Retention

Applicants completed Disclosure form will be passed as quickly as possible to BAND for processing to minimise the need to retain them. During any retention period the usual conditions regarding storage, access and handling will apply.

This policy will be reviewed annually by the directors to ensure that Integrative Saturday School Ltd. is being fully compliant.