

# DBS Procedure

## General Principle

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for a position of trust, SOS Homecare complies fully with the DBS Code of Practice, the Data Protection Act and General Data Protection Regulations regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

## Storage and Access

We will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. This information will be kept in the staff members personnel file.

## Handling

In accordance with Section 124 of the Police Act 1997, disclosure 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 Disclosures or Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

The HR team will receive electronic notification once the check has been completed, and maybe required to view your certificate for the purpose of risk assessing. Photocopies will not be taken, and information will be stored securely. See disclosure section for more details.

## 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

SOS Homecare Ltd will need to see a copy of the DBS certificate for each new member of staff. If the DBS certificate records no known convictions, we will only keep a record of the certificate number.

## Disclosure

Where a conviction is disclosed a DBS Disclosure Risk Assessment must be completed and passed to a director, who will make a decision, about whether to approve the recruitment. Completed DBS Disclosure Risk Assessment forms will be stored securely, in lockable, non-portable storage with access strictly controlled and limited to the Managing Director, Director of Peoples Services, Operations Director and Director of Business Development.

All staff are responsible for notifying their line manager immediately if they are arrested for, or convicted of, a criminal offence. Failure to do so will be considered gross misconduct and may result in disciplinary action being taken, up to and including immediate dismissal.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction Disclosure information will not be kept in any unsecure receptacle, e.g. waste bin or waste stack. We will not keep any photocopy or other image for the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which

the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

This policy will be reviewed every 2 years.