



Herts and
Middlesex

Grebe House
St Michael's Street
St Albans
Hertfordshire
AL3 4SN

Tel: (01727) 858901
Email: info@hmw.t.org
www.hertswildlifetrust.org.uk

Chief Executive: Lesley Davies



Hertfordshire & Middlesex
Wildlife Trust Limited is registered
in England No 816710 at the
above address and is registered
as a charity under Registration No
239863. VAT No 366 9276 06

President
Sir Simon A Bowes Lvon. KCVO

Handling of DBS Certificate Information Policy (ITDP_P5)

Document version: V2
Policy owner: Business Support Manager
File location: Z:\02 Policies Procedures & Templates_ALL POLICIES
Policy review date: June 2024

Approved by HMWT Council on: 17 November 2013 (meeting C/244)
Review: 20 June 2019 (meeting C/266)

Signed:

Print name:

M. MASTER

Position: Chairman

Reviewed:
June 2019

Amendments:

To align and comply with changes to the obligations
under the Data Protection Act 2018

It is a requirement of the Disclosure and barring Service (DBS) Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Certificate information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning applications, has a written policy.

Policy Statement

As an organisation using the DBS service to help assess the suitability of applicants for positions of trust, Hertfordshire & Middlesex Wildlife Trust complies fully with the DBS 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 Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information and has written policies on these matters, which are available to those who wish to see them on request.

Scope

This policy and guidance applies to all employees, candidates to whom a conditional offer of employment has been made, and volunteers for roles in which they have direct access to vulnerable adults and children which is deemed regulated activity.

There are three levels of DBS disclosure: basic, standard and enhanced.

- A basic check will contain details of convictions and conditional cautions considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.
- A Standard disclosure shows current and spent convictions, cautions, reprimands and warnings held on the Police National Computer.
- An Enhanced disclosure contains the same information as the Standard disclosure plus any relevant and proportionate information held by local police forces as well as a check of the new Children and / or Vulnerable Adults barred lists where requested.

The level at which a disclosure is processed depends on whether the individual is working in a "Regulated Activity" or not. The Trust pays for all eligible disclosures. Standard and enhanced disclosures for volunteers are free of charge. Basic disclosures for both employees and volunteers attract a small fee.

For the avoidance of doubt the Business Support Manager should be contacted for guidance.

Definitions

Regulated Activity

Work which involves close and unsupervised contact with vulnerable groups and children.

Vulnerable Adult

The new definition of regulated activity relating to adults no longer labels adults as vulnerable. Instead, the definition identifies the activities which, if any adult requires them would lead to that adult being considered vulnerable at that particular time.

Disclosure

Describes the service provided by the DBS and the document issued to the applicant and Registered Body when a DBS check has been completed.

Evidence Checker

A person within the Trust who is authorised to check original identity documents and record on the online form that they have verified the original documents supplied by the DBS applicant. The Business Support Officer is the Evidence Checker for the Trust. The Business Support Manager is also authorised as an Evidence Checker.

Employment checks: process for job posts subject to DBS checks

A disclosure carries no period of validity – disclosures are for use immediately after issue at the point of recruitment for a particular post. The Business Support Officer will process an Enhanced Disclosure for existing staff already undertaking Regulated Activity, who move by promotion, or transfer to another Regulated Activity, and have never had a DBS disclosure carried out before, or have a disclosure that is more than three (3) years old.

Pre-employment

All job adverts and recruitment information contain a statement that a DBS disclosure will be sought if an offer of employment is made.

All new employees will be sent a copy of the Recruitment of Ex-Offenders Policy with their offer letter, which outlines the potential effect of a criminal record history on the recruitment, selection and pre-employment process.

Existing Staff

Staff who have never been DBS checked will undergo the same process of going through identity and address verification, and then having a DBS application processed. DBS checks will be carried out every three (3) years for all eligible staff and volunteers.

Storage and access

Certificate information should 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.

Handling

In accordance with section 124 of the Police Act 1997, DBS 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, HMWT does not keep certificate information 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

Disposal

Once the retention period has elapsed, we will ensure that any certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. Whilst 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, the position for which the certificate was requested, the unique reference number of the certificate, and the details of the recruitment decision taken.

