

Service Six

DISCLOSURES AND DISCLOSURE INFORMATION POLICY



Date: April 2017

Review Due By: April 2018

Lead Role/Manager: Chief Executive

Others involved in implementing: Executive Team, Managers and Personnel

What this policy covers

Service Six uses a Disclosure service to assess the suitability of individuals for employment in positions of trust. As recipients of Disclosure Information, Service Six must comply fully with the relevant Code of Practice.

This policy outlines Service Six obligations in respect of the handling, use, storage, retention and disposal of Disclosures and Disclosure Information. It also sets out your obligations regarding disclosing information and the implications of an unsatisfactory disclosure being received.

Service Six is committed to taking all measures possible to prevent harm to and protect children, young people and adults at risk. As such, Service Six takes appropriate measures in communicating with relevant agencies to ascertain the history of any personnel applicants and practice safer recruitment.

Purpose

In order to adhere to this commitment we take the following measures and action;

All Service Six Personnel (Paid Staff, Volunteers, Board of Trustees Members and Self Employed / Sessional or Practitioners) have to undertake an Enhanced Disclosure and Barring Service Check (EDBS) as part of their initial recruitment process.

All initial recruitment processes are ordinarily undertaken by the Operations Manager and authorized by the Chief Executive.

- All applicants are asked within their application form to disclose any convictions and provide details.
- All offers of employment are conditional on a satisfactory completed EDBS process.
- Service Six uses the Charity, Northamptonshire Association of Youth Clubs (NAYC) - to undertake this service for us and NAYC provide the appropriate documentation to complete safer recruitment processes and storage within personnel files.
- EDBS application forms are provided by NAYC and completed by pending personnel. Once completed the form and associated evidence of identity are checked and recorded by a designated Service Six Manager or member of the Executive team.
- NAYC's Disclosure and Barring Service Registered Body Number is 20112600005.

- Available EDBS completed forms are kept in the personnel files within a locked cupboard at Service Six's HQ otherwise the record check number is listed by the Chief Executive and kept securely.
- EDBS checks are updated at least every two years.
- Any EDBS checks that have any recorded information will be referred to the Board of Trustees at a full meeting for discussion and recommendations. The Boards decision is final.
- In the interests of Child Protection and the protection of Adults at Risk and all Service Six personnel, as a basic risk management principle – Service Six will not continue with any recruitment process where an individual discloses or their EDBS has recorded information of **any** crimes which are either: aggressive; violent; abusive; or sexual.

Service Six's responsibilities

General principles

Where a Disclosure is deemed both proportionate and relevant to the position concerned, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure will be conducted in the event of the candidate being offered the position.

Service Six also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure Information.

Use of disclosure information

Disclosure Information is only used for the specific purpose for which it was requested and for which your full consent has been given.

In the event of an unsatisfactory Disclosure Service Six will arrange to meet with you to discuss this issue and reserves the right to withdraw any employment offer or terminate your employment.

Storage and access

Disclosure Information is held separately from your personnel file and stored 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 relevant legislation, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. Service Six maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Retention

Service Six will not retain your Disclosure Information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any dispute or complaint.

If, in exceptional circumstances, it is considered necessary to keep Disclosure Information for longer than six months, Service Six will consult the relevant statutory bodies and will give full consideration to your rights under the Data Protection Act 1998. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, Service Six will ensure your Disclosure Information is immediately destroyed by secure means. While awaiting destruction, Disclosure Information will not be stored in any unsecured receptacle (e.g. waste bin).

Service Six will not keep any photocopy or other image of the Disclosure Information or any copy or representation of the contents of a Disclosure. However, Service Six may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position in relation to which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Your responsibilities

You are required to inform Service Six immediately if at any time during your employment you are questioned in connection with, charged with or convicted of any criminal offence or if you are in receipt of any notice of prosecution or police caution. Failure to notify Service Six may result in disciplinary action against you, up to and including dismissal without notice for gross misconduct.