

*Updated July 2021*

## **Blue Cabin - Policy for DBS Checks**

You are required to complete an online DBS application for your work with Blue Cabin. Blue Cabin will cover the cost of the initial DBS check, but it is up to the individual if they would like to pay for the update service (see below).

### **1.1 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, Blue Cabin complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

The reason we use the scheme is because our work regularly involves working with care experienced children and young people.

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.

### **1.2 Storage and access**

An electronic copy of the front page of your certificate will be kept securely on Blue Cabin's Google Drive, with access strictly controlled and limited to those who are entitled to see it as part of their duties. The other parts of the DBS check are destroyed after checking.

From time to time we may receive requests from third parties (such as venues and local authorities we are working in partnership with) to view DBS checks for staff members. If that is the case we will contact you to ask for your consent to share your DBS with them.

### **1.3 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.

To note: organisations which are inspected by the Care Quality Commission (CQC) or Ofsted, and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may be legally entitled to retain the certificate for the purposes of inspection.

In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

#### **1.4 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. This purpose is defined as "suitability for hiring".

#### **1.5 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.

We will periodically recheck employee's DBS certificates from time to time (usually annually) to check for any changes or updates to the previous certificate.

#### **1.6 Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While 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 certificates and the details of the recruitment decision taken.

#### **1.7 Umbrella body**

An umbrella body is a registered body which countersign DBS applications and receives certificate information on behalf of other employers or recruiting organisations. The umbrella body acting on behalf of Blue Cabin is South Tyneside Council. Blue Cabin will ensure that any identification documents required as part of the DBS checking process are sent electronically to South Tyneside Council via Egress, which is a secure email system used by local Governments for sharing sensitive data. For any queries relating to South Tyneside Council as our Umbrella Body, please contact [dbs@styneside.gov.uk](mailto:dbs@styneside.gov.uk).