

We Caboodle CIC Disclosure Check Policy

General Principles

As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to help assess the suitability of applications for positions of trust We Caboodle CIC 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 applicants personnel file but will be kept separately and securely in a lockable, non-portable storage container. To allow tracking of the application a record of the form number will be made but no photocopies of forms will be taken.

The date on which the check was completed and certificate number will be attached to the applicants 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 forms in accordance with the BAND 'Guidance Notes for Applicants'. Once completed the applicant will return the completed form in a sealed envelope to one of the Directors of We Caboodle CIC (Isabel Kearney or Ellie Freeman) 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 applicants' full consent has been given.

Retention

Applicants' completed Disclosure forms 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 leadership team to ensure that We Caboodle CIC is being fully compliant.