

DBS (Disclosure and Barring Service) (formerly Criminal Records Bureau)

DISCLOSURES AND DISCLOSURE INFORMATION

**1.0 BACKGROUND**

1.1 All individuals or organisations using the Disclosure and Barring Service to help assess the suitability of applications or positions of trust and who are recipients of Disclosure information must comply fully with the DBS Code of Practice.

1.2 Amongst other things, this obliges them to have a written policy on the correct handling and safekeeping of Disclosure Information. It also obliges them to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has such a written policy and, if necessary, to provide a model for that body or individual to use or adapt for this purpose.

1. **PRINCIPLES**

2.1 *HollyTree Yoga and Wellbeing Services*, as an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. *Hollytree Yoga* and Wellbeing Services also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure Information, and has a written policy on these matters, which is available to those who wish to see it on request.

* 1. Access to disclosure information will be strictly controlled and limited to those who are entitled to see it as part of their duties.
  2. In accordance with Section 124 of the Police Act 1997 (Criminal Records) Regulations 2002 Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. *HollyTree Yoga* maintain a record of all those to whom Disclosures or Disclosure Information has been revealed and recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
  3. 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.

2.5 If, in very exceptional circumstances, it is considered necessary to keep a Disclosure information *HollyTree Yoga* will give full consideration to the Data Protection and Human Rights of the individual. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail

1. **PROCEDURE**

3.1 Once a Volunteer or freelance Practitioner has been offered a position, the participant is required to book time to visit HVA for completition of their DBS disclosure form. They need to take forms of identity with them in the form of either a passport, driving licence or birth certificate, plus two confirmations of address in the form of utility bills, bank statements etc., which will be photocopied and initialled by an authorised “evidence checker”.

* 1. When returned, the completed form will be photocopied and held in the applicant’s personnel file, together with the supporting documentation to support the Disclosure form.

3.3 Once the DBS form has been processed and completed by HVA a Disclosure Certificate will be sent direct to the applicant who must then produce the original certificate to *Hollytree Yoga and Wellbeing Services* verification and the DBS number recorded for it’s records.

Alternatively, if the applicant is a member of the DBS Update Service the organisation will seek authorisation from the applicant to check online their DBS status only if an original DBS Certificate can be produced. This authorisation is included on all application forms.

* 1. *HollyTree Yoga and Wellbeing Services* will keep a record on their DBS Disclosure Record Form of the *Name of applicant, Address, Enhanced Disclosure Number, issue date, position applied for, employer, Registered person/body, Counter signatory* and the details of the recruitment decision taken. This information will always be kept securely, in a lockable, non-portable, storage container and not in the applicant’s personnel file.
  2. If a DBS check is returned to *Hollytree Yoga and Wellbeing Services* and shows a Caution, Reprimand or Conviction details will then be passed to the board of Directors, for approval. If yes, the DBS Disclosure Record form will be signed off by the board.
  3. If a DBS check is not approved by the board of Directors the offer of a position will be withdrawn.
  4. All Volunteers and freelance Practitioners are required to complete a new DBS every three years from the date of their last DBS check with *Hollytree Yoga and Wellbeing Services* unless they have the update service. The above procedures will be followed but the process of vetting should be quicker as a previous DBS number and issue date can be provided.