



Rainbow Teddies Pre-school Policy Document

Disclosure Information

Safeguarding and Welfare Requirements:

1) Child Protection

2) Suitable People

10) Information & Records

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

.....

Signed: Pre-school Manager



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General Principles

We use the Disclosure and Barring Service (DBS) previously Criminal Records Bureau (CRB) to check the suitability of people who work with children in our organisation on a regular basis (such as staff and/or long term volunteers) and to check the suitability of people who undertake key responsibilities within our organisation (such as committee members).

We meet our obligations under the General Data Protection Regulations (GDPR) 2018 about the safe storage, handling, use, retention and disposal of disclosure information.

Storage

We keep disclosure information securely, in lockable storage units, accessible only by the people who need to access this information as part of their job/role.

Handling

In accordance with section 124 of the Police Act 1997, we do not pass on any disclosure information to anyone who is not allowed to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant has given full consent.

Retention/Disposal

We retain: name of applicant/subject, record of the date of disclosure, type of disclosure (standard/enhanced) and reference number. All confidential records are disposed of by shredding, once we no longer have a need to retain/store them- we refer to our list of 'How Long to Retain Records' (obtained from Pre-school Learning Alliance)- this can be found inside the door of manager's filing cabinet at Rainbow Teddies Pre-school for further reference.