

CRB Police-Checking and Disclosure Policy

Olveston Out of School Club complies fully with the Criminal Records Bureau (CRB) process in police-checking all staff members, as outlined in our Child Protection Policy. It complies fully with the CRB Code of Practice and Data Protection Act 1988, regarding the correct handling, use, storage, retention and disposal of Disclosure information.

Olveston Out of School Club is committed to the fair treatment of staff and undertakes to treat all applicants for positions fairly. Applicants are made aware at interview that a Disclosure will be requested in the event of an individual being offered a position at the club.

The Club uses the organisation TMGCRB to oversee the processing of Disclosure information and in conjunction with them we are committed to the following:

- Disclosure information is kept in lockable, non-portable containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- 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.
- Once a recruitment decision has been made, Disclosure information is not kept for any longer than is necessary. Information may be held for a period of 6 months, to allow for resolution of disputes or complaints. If it needs to be kept for longer, the CRB will be consulted.
- Once the retention period has elapsed Disclosure information will be destroyed by a secure means, eg. by shredding.

Olveston Out of School Club will not keep any photocopy or other image of a Disclosure, or any copy or representation of the contents of a Disclosure.

The records kept are:

- Date of issue of a Disclosure
- Type of Disclosure requested (Enhanced etc)
- Position for which the Disclosure was requested
- The unique reference number of the Disclosure
- Details of the recruitment decision taken