



Pre-school Playgroup

CRB POLICY

Rationale

As an organization using the Criminal Records Bureau service to help assess the suitability of applicants for positions of trust, River Pre-school Playgroup complies fully with the CRB code of practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information.

Implementation

- Certificate information is kept securely locked in a lockable, non-portable, storage container, 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, Certificate information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom Certificate or Certificate information has been revealed and we make them aware that it is a criminal offence for them to pass this information on to anyone who is not entitled to receive it.
- 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.
- Once a recruitment decision has been made, we do not keep Certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.
- Once the retention period has elapsed, we will ensure that any Certificate information is immediately destroyed by secure means eg by shredding, pulping or burning. We will not keep a photocopy or other image of the Certificate or any copy or representation of the contents of the Certificate. However, notwithstanding the above, we will keep a record of the date of issue of the 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 Certificate and the details of the recruitment decision taken.

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson