

The Criminal Records Bureau (CRB) Disclosure & Barring Service (DBS): The Code of Practice

The Code of Practice is published under section 122 of the Police Act 1997 (“the Act”) in connection with the use of information provided to registered persons (“Disclosure information”) under Part V of the Act.

The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary. (*The Code of Practice can be found on the CRB/DBS website*).

Anybody, who receives Standard or Enhanced Disclosure information must abide by the Code of Practice, this includes:

- Registered Bodies
- Umbrella Bodies
- Recruiters and others receiving such information

Chelmondiston Parish Council uses the DBS checking service to help assess the suitability of applicants for positions of trust and complies fully with the CRB/DBS Code of Practice.

The Code of Practice states that Disclosure information should only be used in the context of a policy on the recruitment of ex-offenders, designed to protect applicants from unfair discrimination on the basis of non-relevant past convictions.

See Policy Statement on the Recruitment of Ex-Offenders.

Storage of Disclosure information is also important. The Code of Practice requires that the information revealed is considered only for the purpose for which it was obtained. It should be destroyed after a suitable period has passed - usually not more than six months.

See Policy Statement on Secure Storage, Handling, Use, Retention & Disposal of Disclosures & Barring Service (DBS) Certificates & Certificate Information.

Chelmondiston Parish Council will co-operate with requests from the DBS to undertake assurance checks, as well as reporting any suspected malpractice in relation to the Code or misuse of Disclosures. ***Chelmondiston Parish Council*** understands that the DBS can refuse to issue the results of a DBS check if it suspects that the Code of Practice is not being adhered to.

Adopted: 03/02/2009 Signed by Chairperson: Cllr R Kirkup Parish Clerk: Fran Sewell

Reviewed/Updated: 07/04/2015. 04/07/2017

Further information can be found on the DBS, CRB website