



## **A POLICY FOR HANDLING, USE, STORAGE AND DISPOSAL OF DISCLOSURE INFORMATION**

### **Agreed Policy**

Disclosure information is stored in the parishes of the benefice by the relevant appointed individuals. A log is kept on behalf of the benefice by the Bishop's Representative for Safeguarding, listing

1. applications sent to the Diocesan DBS & Safeguarding Administrator, together with the reasons for requesting either enhanced or enhanced plus disclosure;
2. any posts for which it has not been deemed necessary to request a disclosure, together with the reasons for the decision

When the notification of the outcome of a disclosure is received, including any conditions, this is stored with the applicant's self-declaration form in a locked filing cabinet or safe which is under the control of either the incumbent/priest in charge/team vicar, or the appointed Parish Safeguarding Officer.

Copies of application forms are not taken and parishes do not accept or hold copies of an applicant's copy of the disclosure.

Out of date self-declaration forms and DBS notifications are not disposed of but kept in perpetuity.

Following diocesan protocol:

- Records of any children's activities, Sunday school/junior church/youth clubs/choirs and related safety risk assessments should be retained for **50 years** after the activity ceases.
- Personnel records relating to lay workers who do not work with children and vulnerable adults should be retained for **6 years** after employment ceases.
- Personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation should be retained for **75 years** after employment.

It remains the case, that routine parish records of adoption of Safeguarding Policies and the appointment of PCC volunteers and any employees working with children or vulnerable adults (e.g. confidential declarations, log of CRB/DBS check processes, CRB/DBS check outcome letters, references, job descriptions etc. and records of appointments) should be securely retained in line with these guidelines.