Diocese of Norwich Education and Academies Trust

Secure handling of information provided by the Disclosure and Barring Service (DBS)

Policy Type:	**Trust Policy**
Date Issued by MAT:	**07/10/2026**
Approved By:	**Executive Team**
Approval Date:	**28/09/2026**
Review Date:	**September 2027**
Person Responsible:	**Human Resources Director**

Our Christian Ethos and Values
All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles
The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

Contents

Policy on the secure handling of information provided by the Disclosure and Barring Service (DBS) 3
1.1 Handling of DBS certificate information 3
1.2 Transgender Applicants 3
1.3 Storage and access 3
1.4 Usage 4
1.5 Retention of certificates and certificate information 4
1.6 Photocopies 5
Appendix 1: Confirmation that original DBS certificate has been seen 6

Policy on the secure handling of information provided by the Disclosure and Barring Service (DBS)

The Trust uses the DBS checking service to help to assess the suitability of applicants for positions of trust and in doing so complies fully with the DBS Code of Practice. The Code is available at https://www.gov.uk/government/publications/dbs-code-of-practice

The Trust also complies with its obligations under Keeping Children Safe in Education, the General Data Protection Regulations and Data Protection Act 2018 and other relevant legislation pertaining to the safe and correct handling, use, storage, retention and disposal of DBS certificates and certificate information, whether provided electronically or otherwise. The Trust's Data Protection Policy for each academy can be obtained on request and is published on each academy's website.

This Policy is a requirement of the DBS Code of Practice and will be made available to individuals at the point of asking them to complete a DBS application, or on requesting their consent to use their information to access any service the DBS provides.

The Trust engages the services of Personnel Checks and EPM, two umbrella bodies providing access to online DBS checks through secure DBS Portals.

1.1 Handling of DBS certificate information

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The Trust maintains a record of all those to whom certificates or certificate information has been revealed, and is aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

1.2 Transgender Applicants

The Disclosure and Barring Service (DBS) offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route, and is available for all levels of DBS check - basic, standard and enhanced.

The sensitive applications route gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate, that could reveal their previous gender identity.

All applicants should be informed about the Sensitive Applications Route. Those who wish to use it can contact the DBS Applications Team via the **Gov.UK website**.

1.3 Storage and access

DBS certificate information is stored securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Access to secure electronic records is also restricted. Those entitled to see DBS certificate information include the professionals employed by the Trust who process DBS checks on the Trust's behalf, the relevant Designated Safeguarding Lead, Headteacher, Trust

Head of Safeguarding, the Trust's Chief Executive Officer and Ofsted.

1.4 Usage

DBS 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.

1.5 Retention of certificates and certificate information

On sight of an original DBS certificate the responsible person at each school is required to complete a pro forma to record that the certificate has been seen. The pro forma is retained on the personnel file for each individual and records the address, names and date of birth stated on the certificate, the certificate unique reference number, date of clearance, confirmation as to whether or not the certificate contained any information, the name of the person who viewed the certificate on behalf of the Trust and the date on which the certificate was seen.

The certificate unique reference number, date of clearance, name of the person who viewed the certificate on behalf of the Trust and the date on which the certificate was seen are also recorded on the relevant academy's electronic Single Central Record (SCR). The electronic SCR is stored securely and access is restricted to those who are entitled to see it as part of their duties.

The original DBS certificate will always be promptly returned to the person who is the subject of the DBS check.

In the event that a DBS certificate contains information, this will be managed in accordance with by the following procedure:

- The Headteacher, the Head of HR and the Head of Safeguarding will meet to discuss the information and a risk assessment completed to determine the candidate's suitability for the position.
- The Trust's Statement on the Recruitment of Ex-Offenders and Policy on the secure handling of information provided by the DBS, and a positive DBS risk assessment carried out using the Trust's pro forma.
- Advice will be sought from the HR Department and Head of Safeguarding on receipt of a positive disclosure.

For more information, please refer to the Trust's Recruitment and Selection Policy and Procedure.

Where a Barred List check is carried out, in addition and prior to the Barred List check included in an enhanced DBS check, a record of the Barred List check will also be kept on the individual's file.

Information on individual files is retained in accordance with the statutory retention schedule implemented by the Trust.

1.6 Photocopies

a) DBS certificates which do not contain information

A photocopy of the original DBS certificate may be taken by the person responsible for viewing the certificate to assist them with completion of the above pro forma, but the pro-forma will be completed and the copy of the certificate disposed of securely by confidential waste as soon as practicable.

b) Positive DBS certificates (those which contain information)

Where a certificate contains information a photocopy of the certificate must be taken by the responsible person to enable a Positive DBS Risk Assessment to be carried out by the Headteacher.

All disclosures during the recruitment process will be managed in accordance with The Trust's Recruitment of Ex-Offenders Policy Statement, which is made available to all job applicants, can be accessed on the Trust Website: https://www.dneat.org/about-us/policies-procedures/ and is also available on request.

Once a recruitment (or other relevant) decision has been made The Trust will not keep certificate information for any longer than is necessary. The Trust may retain a copy of a certificate until the relevant school's next Ofsted inspection or for a period of up to six months if this is longer, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than this, The Trust will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Whilst copies of certificates are retained the usual conditions regarding safe storage and strictly controlled access will prevail. The people responsible for the administration of DBS certificates will never scan, photograph, email or fax a copy of an original DBS certificate viewed by them on behalf of the Trust.

c) Disposal

Once the above retention periods have elapsed, The Trust will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

The Trust will ensure that any DBS certificate information, other than that which the Trust is legally required to keep, is immediately destroyed by secure means by confidential waste. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

Appendix 1: Confirmation that original DBS certificate has been seen

Private and Confidential

Disclosure and Barring Service Check:
Confirmation that original DBS certificate has been seen

The original copy of the DBS certificate must be seen by the nominated person in the Academy and this declaration completed.

Name of applicant	
Role title	
Start Date	
Certificate seen by (Name and job title)	
Date certificate seen	
Certificate number	
Date of issue	
All names declared on certificate	
Date of birth on certificate	
Address on certificate	
Was a children's barred list check included? (if not confirm reason not in regulated activity)	
Does a positive DBS record of recruitment decision risk assessment need to be completed?	
Has the Single Central Register been updated?	

I confirm that I have seen the original copy of the DBS certificate for the above named, I have returned the certificate to them and completed the information above.

Signed	
Print Name	
Date	