



DISCLOSURE INFORMATION POLICY

In accordance with the Scottish Ministers Code of Practice 2011, for registered persons, Ferryfield Playgroup will ensure the following practice.

Obligations of Use

- Disclosures are necessary to help ensure the well-being of service users, therefore all staff members (paid or unpaid) will be required to submit to an Enhanced PVG check before the commencement of their role.
- Disclosure information will only be used for the purpose for which it has been provided.
- We will not discriminate against the subject of disclosure information on the basis of any conviction or other details that may be revealed.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.

It is a criminal offence to employ someone to work with children, if they have been barred from doing so; therefore any persons who are barred from working with children in any part of the United Kingdom will not be permitted to commence any offered employment at Ferryfield Playgroup.

Handling Disclosure Information

- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
 - Date of issue of disclosure and type
 - Name of subject and position and recruitment decision
 - Unique reference number of disclosure
- Disclosure information will be stored in a locked non-portable container. Only those authorised to see this information in the course of their duties will have access to this container.
- Ferryfield Playgroup will ensure that all staff / volunteers with access to disclosure information are aware of this policy and have received relevant training and support.
- Ferryfield Playgroup undertakes to make a copy of this Policy available to anyone who requests it.

Adopted by the Committee

Date

February 2016