



London
School
of Jewish
Studies

Disclosure and Barring Service (DBS) Policy

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1. General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the London School of Jewish Studies (LSJS) complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information. See the LSJS Data Protection, Cybersecurity and IT Acceptable Use Policy [here](#).

2. Scope

As a higher education provider, LSJS carries out Enhanced DBS checks on staff who regularly work with our students, both academic and organisational staff, to assess their suitability for these positions of trust.

Teacher Trainees are Enhanced DBS checked either by LSJS or their placement schools before they begin their school placements, because of their work with children.

Educators employed to deliver the Bet Limmud programme for Years 7-11 taking place on campus at LSJS on Sundays during term time and during occasional school holidays are DBS checked.

When LSJS carries out DBS checks through provider [uCheck](#), the handling, use, storage, retention and disposal of certificate information is carried out in accordance with the LSJS policy.

When schools carry out DBS checks for salaried trainees, they do so in accordance with their DBS policies, including whether payment for the DBS check is made by the school or the trainee.

Payment for DBS checks where they are carried out by LSJS are paid for by LSJS. These include unsalaried teacher trainees and LSJS staff.

3. Storage and access

Electronic certificate information is kept securely. No hard copy certificates are retained by LSJS. Access is strictly controlled and limited to those who are entitled to see it as part of their duties.

4. Handling

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. We maintain a record of all those to whom certificates or certificate information has been revealed, and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

5. Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's consent has been given.

6. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary.

For students on the Teacher Training programmes, certificates and/or certificate information is retained for 12 months after the completion of their training.

For LSJS staff involved with degree or teacher training students, whether academic or organisational, their DBS certificate and certificate information is retained during their employment and for 12 months afterwards, for a minimum of two years in total.

This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

7. Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means.

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

However, notwithstanding the above, we may keep a record of the date of issue of a 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 certificates and the details of the recruitment decision taken.

8. Wider safeguarding approach

For more information on LSJS' wider safeguarding approach, see the following policies:

[Adult Safeguarding Policy](#)

[Child Protection and Safeguarding Policy](#)

Signed on behalf of the LSJS Senior Leadership Team by Paul Gould, Chief Operating Officer

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