

## Information Sheet - Access to the National Database

Safeguarding roles that include DBS processing generally require access to the National Database. The Safeguarding Coordinator will decide who needs this access within their team.

Access to the database is approved by CSAS and before access is granted, the role holder is required to provide a completed and signed Confidentiality Agreement.

The Agreement can be downloaded from the Forms Library in the online procedures manual [www.csasprocedures.uk.net](http://www.csasprocedures.uk.net) or a copy can be obtained from CSAS. The Agreement must be completed and returned before CSAS will allocate a secure access key fob, username and password to access the Database.

It is each office's responsibility to notify CSAS when members of staff leave employment in order that their login credentials are made inactive to prevent unauthorised access to the National Database.

Further details concerning use of the National Database are provided within the Database User Guide.