

# Disclosure and Barring Service (DBS) Procedures and other Safeguarding Processes

## 1. Background

- 1.1 A number of University of Gloucestershire study programmes involve students undertaking a placement that includes specified contact with children or vulnerable adults. This is known as Regulated Activity.
- 1.2 The University of Gloucestershire and other Higher Education Institutions who offer programmes of study where students engage in Regulated Activity are required to ensure that these students are suitable through a Disclosure and Barring Service (DBS) clearance check, and, in some cases, are provisionally registered with the appropriate Professional or Regulatory Body.
- 1.3 In addition to the DBS clearance check, students joining courses requiring placement within the School of Health and Social Care will be required to join the DBS Update Service (see below).

## 2. How to Apply for a DBS Clearance Check

- 2.1 Before being able to login, applicants will need to register with the online website using:

- Pincode (for all health and social care courses requiring placement, and policing): **107478**

or

- Pincode (for all Sport courses and Education courses): **107012**

Memorable word: **happydays**

Make sure you have this information to hand when you make an application via:

[www.gbg.onlinedisclosures.co.uk](http://www.gbg.onlinedisclosures.co.uk)

- 2.2 It is a requirement when completing a DBS application that the identity of the applicant must be confirmed in a face-to-face check. You will need to have your documents verified at a designated post office. Please make sure you bring all the required documents to the verification process. Failure to do so will prevent the form from being successfully completed and will result in a wasted journey.
- 2.3 The cost of the DBS check is £58.40. This is paid through the online disclosures website once the documents have been verified.

### **3. DBS Update Service**

- 3.1 **Students joining health and social care courses requiring a placement are required to join the DBS Update Service.**

**Applicants for ALL courses requiring a DBS check should consider the benefits of joining this Service.**

- 3.2 This annual subscription costs £13 and will allow your enhanced disclosure to be portable across different counties and institutions.
- 3.3 You can register online as soon as you have your application form reference number. You can ask for the number when you apply for your DBS check, or you can wait and register with your certificate number when you receive your DBS certificate. If so, you must do so within 30 days of the certificate being issued.
- 3.4 Please note that failure to register with the DBS Update Service would result in an applicant having to apply, and pay for, another enhanced disclosure.

### **4. Online DBS Update Service Registration**

- 4.1 Please note the University will consider the DBS valid for the duration of your course. However, you should notify us immediately of any change in the circumstances surrounding your suitability for study on the course, including any criminal conviction or caution.
- 4.2 Should you proceed from undergraduate study to postgraduate study, or change your course/area of study from children to vulnerable adults, or vice versa, unless you are in the DBS Update Service, and are already cleared against the relevant list, you will be required to undergo a new check.

### **5. Applicants with Declared Convictions**

- 5.1 Having a criminal record, or receiving a caution, will not in itself preclude you from entry to a course. This will depend on the nature of the course, the circumstances and the background of the offences. For Initial Teacher Training courses you will be asked to complete a suitability form, which provides an opportunity for you to declare any relevant conviction or caution that may impact on your suitability for that course. For all courses, you are invited at both the application and enrolment stage to declare any such history.
- 5.2 In the event of a DBS disclosure, the University will ask you to forward your DBS certificate and any additional contextual information that you would wish to be considered in relation to your acceptance on the course. A University Suitability Panel will then convene to undertake a risk

assessment and in doing so judge whether it is appropriate for you to be made an offer to study your chosen programme at University of Gloucestershire. This panel should include a member of the academic team on which the student has chosen to study, this will be either academic course lead or academic subject lead. The panel will also include representation from a placement/business partner external to the university.

- 5.3 See also the University's Disclosure of Criminal Records Policy on the 'I've applied, what's next?' webpage.

## **6. Other Safeguarding Checks**

- 6.1 Applicants from the European Union who have not lived for the past five or more years in the UK will require additional safeguarding checks, such as a Certificate of Good Conduct. The DBS website includes a list of European countries and contact details where certificates of good conduct/security checks can be obtained. Please note that the policy for overseas checks applies additionally to UK applicants who have been living abroad at any point in the last five years.
- 6.2 Applicants for Initial Teacher Training should note that the University will additionally check them for any teaching misconduct/prohibition order by the National College for Teaching and Leadership (NCTL). When considering whether to bar a teacher, the criteria used by the DBS differ from those used by the NCTL. Where the DBS has decided a case does not meet its criteria for barring, the NCTL can still decide to refer the case to a professional conduct panel, which may result in a prohibition order. The person concerned will not be allowed to undertake unsupervised teaching work in schools or other specified settings. This safeguarding check will be made by the institution on your behalf via the Employer Access Online System.