

# Guidance for undertaking Disclosure & Barring Service checks (DBS), Health checks and additional safeguarding checks for course entry requirements

# CONTENTS PAGE

<b>DBS Checks</b> .....	3
<b>1. What is a DBS Check?</b> .....	3
<b>2. Why do I need a DBS check?</b> .....	3
<b>3. Can I use a DBS certificate already obtained from another institution?</b> .....	3
<b>4. What is a self-declaration form?</b> .....	3
<b>5. What happens if I make a declaration on the self-declaration Form?</b> .....	3
<b>6. Will I need a police check from another country if I live or have previously lived outside of the UK?</b> .	4
<b>7. How do I apply for a DBS check?</b> .....	4
<b>8. Can I complete the DBS application outside of the UK (UK Nationals outside of the UK and Non UK Nationals/International Applicants)?</b> .....	5
<b>9. What should I do if I do not have a UK Address?</b> .....	6
<b>10. What should I do if I do not have enough IDs</b> .....	6
<b>11. How do I submit my DBS without an ID that confirms right to work in the UK?</b> .....	6
<b>12. What happens once my ID has been verified?</b> .....	6
<b>13. What information will show on the certificate?</b> .....	7
<b>14. Where will my certificate be sent?</b> .....	7
<b>15. Do I need to present my certificate to the DBS team?</b> .....	7
<b>16. What if my DBS certificate contains information relating to a conviction/caution?</b> .....	7
<b>17. How long will my certificate be valid for?</b> .....	7
<b>18. What should I do if I do not receive my certificate?</b> .....	8
<b>19. What should I do if my certificate contains incorrect personal details?</b> .....	8
<b>20. I am a Trans Applicant. Is there any additional information I should be aware of?</b> .....	8
<b>21. What is the Update Service?</b> .....	8
<b>22. What do I do with my DBS certificate for placements?</b> .....	9
<b>23. What should I do if I lose my DBS certificate?</b> .....	9
<b>Occupational Health Checks</b> .....	9
<b>24. The entry requirements for my course stipulate I must undertake a health check – what does this involve?</b> .....	9
<b>25. How do I complete the health check?</b> .....	9
<b>26. What kind of questions will I be asked?</b> .....	10
<b>27. What happens once I have completed and submitted the online questionnaire?</b> .....	10
<b>28. MyHub DBS Checklist</b> .....	11
<b>Contact Details</b> .....	11

## DBS Checks

### 1. What is a DBS Check?

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office. Its primary purpose is to help employers and voluntary organisations to make safer recruitment decisions. By conducting checks and providing details of criminal records and other information, the DBS will help identify prospective candidates who may be unsuitable for certain work, especially those involving contact with children (under 18) or other vulnerable members of society (**this is also referred to as 'regulated activity'**).

### 2. Why do I need a DBS check?

You will need an enhanced DBS check if you are starting a course where this is one of the entry requirements. This will be due to placements you will be required to undertake as part of your course, which may involve working with children and/or vulnerable adults in 'regulated activity'.

If a DBS check is not an entry requirement for your course, you may still need to undertake a DBS check during your course, as some modules involve placements that require a DBS check.

### 3. Can I use a DBS certificate already obtained from another institution?

No, unfortunately, we are **unable** to accept a DBS certificate from a third party even if you have registered with the DBS Update Service – the DBS check has to be processed through Leeds Beckett University to ensure the checks are appropriate to the course/placement requirements. Please refer to question 21 for further information.

### 4. What is a self-declaration form?

You will be asked to complete this form as part of the DBS check process. You will be emailed a link to the online self-declaration form prior to completing the DBS application. You will be asked to identify on the self-declaration form if you have any cautions/convictions that would not be filtered out on a DBS certificate (for details on filtering, follow this link: <https://unlock.org.uk/wp-content/uploads/misc/What-will-be-filtered-by-the-DBS.pdf>). You will also be asked if you have resided outside of the UK after the age of 16, to establish if an Overseas Criminal Record check may be required.

### 5. What happens if I make a declaration on the self-declaration Form?

If you declare an offence/any relevant information on the self-declaration form, the information you provide will be used to undertake a risk assessment in line with our obligation to provide a 'duty of care' to students, staff and visitors of our University, as well as to children and vulnerable others where particular programmes of study involve working with these groups. The information you provide will be confidential to those involved in our risk assessment process. Our policies and procedures on safeguarding young people and criminal records vetting are available to view on our website at <https://www.leedsbeckett.ac.uk/public-information/student-regulations/>. In line with the Terms & Conditions of the offer you have received, we reserve the right to withdraw your offer <https://www.leedsbeckett.ac.uk/studenthub/admissions/>.

The DBS team will assess the information you provided on the self-declaration form and will send a request for the following:

- **A written statement** that provides a detailed explanation of the circumstances that surrounded your criminal caution(s) / conviction(s). This should explain how you have reflected on the incident and what you have learnt from these events. Where applicable, please demonstrate how you have taken

responsibility for what occurred prior to and after the event. **(a standard template will be provided in the email from the DBS team for you to use)**

- **A character reference.** This should be from someone who knows you well and works in a professional role, for example, a solicitor or head teacher, GP or religious leader. This could also be from a social worker, probation officer, or counsellor. The person providing the character reference must **not** be related to you. We can also accept a character reference from your academic tutor, course leader or employer if they have known you for less than three years, providing they have known you for a significant period and well enough to comment on your character. **(a standard template will be provided in the email from the DBS team for you to use)**
- If applicable, please provide details of a third party on the Self-declaration form, such as a probation officer or social worker, with whom you authorise Leeds Beckett University to communicate about the details of your cautions(s)/conviction(s).

Once you have provided the required documentation to the DBS team, these documents will be anonymised and sent to the appropriate Disclosure Panel, for risk assessment, in line with safeguarding requirements for working with children and/or vulnerable adults. The Disclosure Panel may request a meeting with you. If this is the case, you will be contacted with the meeting details by the DBS team.

**Please Note: This is an integral part of the DBS procedure and you must engage with this process, as you will not be approved to enrol on the course and /or start any course-related placements until this process has been completed and the panel have confirmed approval.**

## **6. Will I need a police check from another country if I live or have previously lived outside of the UK?**

The DBS in the UK is currently unable to conduct overseas criminal record checks. Applicants from outside the UK, those without British citizenship and British citizens with a significant period of overseas residence (more than 12 months in a single country since the age of 16 within the last 10 years) will therefore require a criminal records check or certificate of good conduct from their home/overseas country. You will be asked to declare this on your self-declaration form and will be sent instructions on how to obtain an overseas criminal record check if this applies to you. There may be occasion where an overseas police check is unobtainable (e.g. where an individual has refugee status) – under these circumstances, the DBS team will make an assessment on a case by case basis and subsequently provide the relevant instructions on obtaining character references, should you meet these criteria.

## **7. How do I apply for a DBS check?**

If a DBS is required as part of your course, it must be obtained through the University.

We use a *secure online system* to enable applicants to apply for an enhanced DBS check.

Once you have accepted your offer from Leeds Beckett University as your firm choice, you will be added to the DBS online system, you will then receive an automated email from ***dbs@leedsbeckett.disclosures.co.uk*** inviting you to start your DBS application – this will contain a link to the online application and your login details.

***On receipt of the automated registration email you will be required to do the following:***

- Read the email and click on the link to take you to the online system. You should enter the ***username*** given to you in the email to log into the system. (Please be aware that the fields are case sensitive so you may find it easier to copy and paste the details). You will also be asked to confirm your Date of Birth and Email address and then you will need to set up a password. The system is compatible with Internet Explorer, Firefox and Google Chrome; please ensure that you are using one of these browsers or you may not be able to log in.

- **Ensure that you have the following to hand when completing the online application:**
  - Details of all addresses for the last five years **including term time addresses** if you are already a Leeds Beckett University student/or have been a student at another institution.
- Three ID documents for verification. Please see the DBS ID guidelines link: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021> for a full list of acceptable documents:
  - Please note you **MUST** provide original documents - photocopies or internet printouts cannot be accepted.
  - **Collectively the documents you provide must confirm your:**
  - **Current legal name (Please note all ID documents must be in the same name)**
  - **Date of birth**
  - **Current address**
- For applicants/students completing their DBS in the UK (excluding Northern Ireland), once you have submitted your application the system will generate a letter that you need to take to a Crown Post Office with your original ID documents so that your identity can be verified. You must ensure that you provide the same documents that you indicated on the online application, as the Post Office will only verify those listed documents. You must ensure you request the ID Checking Service that is listed on your DBS application. Post offices offer a number of different ID Checks, but the DBS will only be submitted for processing if the correct service is carried out. Not all Post Office branches offer the relevant Service, only the larger Crown Post Offices. You can locate your nearest Crown Post Office via the Post Office website: <http://www.postoffice.co.uk/branch-finder>.
- For applicants/students completing their DBS outside of the UK or in Northern Ireland, you will be provided with an Applicant Identity Verification Form, which you must print and arrange to be completed by a professionally qualified person – suitable verifiers are listed at the top of the form. You must provide original ID documents and ensure that these are the same as the ones that you indicated on the online form. Please send your completed Applicant Identity Verification Form to Leeds Beckett University, by scanning and emailing it to [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) . Until this has been received by the DBS Team, your application form will not progress to the next stage of checks.

## **8. Can I complete the DBS application outside of the UK (UK Nationals outside of the UK and Non UK Nationals/International Applicants)?**

A DBS application can only be completed outside of the UK if you have the relevant ID documents. This must include one ID that is registered to your current address.

International applicants must also have one form of ID that confirms they have right to work/study in the UK. If you will not have this until you arrive in the UK, you will need to wait until then to complete the DBS application, as the system will not let you submit the DBS application without having an ID that confirms you have right to work/study in the UK. If this applies to you, please email [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) to let them know your estimated arrival date.

For applicants/students completing their DBS outside of the UK or in Northern Ireland, you will be provided with an Applicant Identity Verification Form, which you must print and arrange to be completed by a professionally qualified person – suitable verifiers are listed at the top of the form. You must provide original ID documents and ensure that these are the same as the ones that you indicated on the online form. Please send your completed Applicant Identity Verification Form to Leeds Beckett University, by scanning and

emailing it to [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) . Until this has been received by the DBS Team, your application form will not progress to the next stage of checks.

## **9. What should I do if I do not have a UK Address?**

If you are completing the DBS Application in the UK, you must have an ID that is registered to your UK address. On arrival in the UK, it is recommended you open a bank account straight away, as a bank account opening letter can be used as the ID that confirms your current UK address. **It is important you ensure you have accommodation arranged before arrival in the UK**, as not having a UK address will prevent you from being able to submit your DBS application and that will delay your full enrolment on the course.

## **10. What should I do if I do not have enough IDs**

You should contact the DBS Team as a matter of urgency for advice by emailing [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) The DBS application cannot be progressed without sufficient ID documents being provided. Please do not try to complete the application without these IDs.

## **11. How do I submit my DBS without an ID that confirms right to work in the UK?**

International applicants must have one form of ID that confirms they have right to work/study in the UK. If you will not have this until you arrive in the UK, you will need to wait until then to complete the DBS application, as the system will not let you submit the DBS application without having an ID that confirms you have right to work/study in the UK. You should provide [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) with the approximate date you will be arriving in the UK as your application will need to be reset to a Post Office application if you are completing it in the UK. On arrival in the UK, it is recommended you open a bank account straight away, as a bank account opening letter can be used as the ID that confirms your current UK address

For any applicants that identify on their DBS application form that they are an EEA national studying in the UK, **we are required by the Disclosure and Barring Service (DBS) to check your immigration and right to work status, using the online View and Prove service**. This needs to be done before your DBS application can be released for processing.

In order for us to do this, once you have submitted your DBS application, please email your right to work **share code** to [DBS@Leedsbeckett.ac.uk](mailto:DBS@Leedsbeckett.ac.uk) so that we can check your immigration and right to work status at the following webpage <https://www.gov.uk/view-right-to-work>. Once we have checked this, the DBS application can then be released for processing.

If you are an Irish citizen, we just need to see evidence that you have a current valid Irish passport or passport card showing that you are a national of the Republic of Ireland. Please email a scanned copy of your passport page showing this to [DBS@Leedsbeckett.ac.uk](mailto:DBS@Leedsbeckett.ac.uk)

## **12. What happens once my ID has been verified?**

Once your ID has been verified and payment has been made (where required) your application will be automatically sent to the DBS for processing.

Once your application has been submitted to the DBS it will go through various stages of checks, including the local police force(s) (relevant to your addresses) checking the Police National Computer (PNC). Once all the checks are complete, the DBS will issue your certificate.

**Please note:** Whilst the majority of applications are processed within 14 days from the date of submission to the DBS, please be aware that some applications can take anything up to 8 weeks.

### 13. What information will show on the certificate?

Enhanced DBS certificates will include details of any spent and unspent convictions, cautions, reprimands and final warnings recorded on the Police National Computer (PNC), which will not be filtered out in line with current legislation:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

In addition to information from the PNC, an enhanced certificate may also include information taken from police records that a Chief Officer of a police force considers relevant to the application and/or details of whether an individual is included on one or both of two lists barring people from working with children and/or vulnerable others.

### 14. Where will my certificate be sent?

For applicants with a current UK address, your DBS certificate will be sent to the address you listed as your current address on your DBS application form. It is your responsibility to make sure you have access to this address so you can receive your certificate. **All correspondence from the DBS will be sent to this address.** For applicants currently residing *outside of the UK*, your DBS certificate will be sent to the DBS Team and will be available for you to collect once you start your course. Once you have submitted the DBS application, the address cannot be changed.

Once you have received your certificate you should keep it somewhere safe, as this will be valid throughout your course of study for course-related placements. **Please Note: The university does not receive a copy of your certificate. A replacement certificate would require a new DBS Check be completed and would incur a cost that must be paid by the applicant/student.**

### 15. Do I need to present my certificate to the DBS team?

You do not need to provide your DBS certificate to us for verification upon issue, unless we contact you to specifically request this, as part of the risk assessment process (see below). You should keep the DBS Certificate safe for the duration of your course, as Placement Providers may request to see it during your course.

Schools and colleges are legally entitled to insist on seeing your DBS certificate if they wish to do so. If you are unwilling or unable to present your DBS Certificate, they can refuse to allow you to undertake the placement.

### 16. What if my DBS certificate contains information relating to a conviction/caution?

If your certificate contains information, you will be contacted by the DBS Team, asking you to provide your certificate for verification. A statement and reference will also be requested, if these have not already been provided with the self-declaration form. The documents will then be anonymised and sent for 'Risk Assessment' to the relevant University disclosure panel, in line with safeguarding requirements for placements. You will be informed of any outcome/further requirements in writing from the DBS Team.

**You will not be permitted to fully enrol or start any course placements until the Risk Assessment process has been completed.]**

### 17. How long will my certificate be valid for?

**A DBS certificate has no official expiry date.** Any information included will be accurate at the time the check was carried out. In line with university guidelines, your DBS certificate will be valid throughout your full

course of study for all course placements, relevant to the workforce indicated on your DBS certificate. You will be required to undertake a new DBS if you have a break in your studies.

### **18. What should I do if I do not receive my certificate?**

If you have not received your certificate and it was issued over 14 days ago, you can request a reprint of your certificate. A reprint must be requested **within 93 days** of the certificate date of issue. If you need to request a reprint, please email [DBS@Leedsbeckett.ac.uk](mailto:DBS@Leedsbeckett.ac.uk) and we will send you instructions on how to do this.

### **19. What should I do if my certificate contains incorrect personal details?**

Make sure you check your certificate when you receive it and if it is incorrect, contact the DBS on tel. 0300 0200 190 and inform the DBS Team.

### **20. I am a Trans Applicant. Is there any additional information I should be aware of?**

For the purpose of this guidance, we are using the term trans to include trans men and women and people who identify as non-binary.

The system used for DBS applications currently requires one of the following titles to be used: Mr; Miss; Mrs; Ms. If you do not want one of these titles to be used/listed on your DBS Certificate, or you do not want a previous name to be disclosed on your DBS Certificate, please take the following steps:

- **You should contact the University DBS team [DBS@Leedsbeckett.ac.uk](mailto:DBS@Leedsbeckett.ac.uk) to request a paper application.** You do not need to disclose the reason you want to complete a paper application.
- Once you have completed the paper application, you should then contact the DBS directly (0300 0200 190) instructing them to process your DBS application via the Sensitive applications team. The Sensitive Applications Team will then ensure that previous names are checked but not printed on the certificate. You will need the application reference form number.

A paper application form is needed, as an online application doesn't give enough time for the sensitive applications team to flag the application before it is processed and can result in an invalid DBS check. A paper application could take longer to process than an online application, so please contact the DBS Team as soon as possible to start the process in order to prevent any delays to enrolment

For more details, you can **visit the following government website [DBS guidance for transgender applications](#)**

### **21. What is the Update Service?**

The Disclosure and Barring Service (DBS) Update Service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate.

**Please Note: The University does not subscribe to the Update Service and do not accept a DBS check in this format. If you wish to join, you can do so at your own discretion.**

If you choose to register with the DBS Update Service (directly with the DBS - the University **cannot** do this for you), you must do so **within 30 days of the certificate being issued**. Registration lasts for one year and costs £13 per year (payable by debit or credit card only to the DBS). For more information, please visit: <https://www.gov.uk/dbs-update-service>

A DBS certificate issued for one workforce is not portable to a different workforce; for example, if an applicant has a DBS certificate for the child workforce, but is now applying for a health course that requires a certificate

for the adult and child workforce, then a new DBS certificate must be applied for. There are no exceptions to this.

## **22. What do I do with my DBS certificate for placements?**

We **do not** ask students to provide their copy of the certificate to placement providers. *You should **not** hand over your certificate to be copied or kept when you start a placement (see below paragraph regarding placements in schools or colleges). It is your confidential property.*

**For placements arranged via the Placement Office, DBS clearance will be sent to placement providers directly. We do not provide DBS information to any third parties (volunteering/agencies) that are not partnership providers relating to your course.**

**If you have a placement in a school or college**, those organisations are legally entitled to insist on seeing your DBS certificate if they wish to do so. Therefore, you should be prepared to present your DBS certificate if you are undertaking a placement in a school or college during your course. If you are unwilling or unable to present your DBS Certificate, they can refuse to allow you to undertake the placement.

## **23. What should I do if I lose my DBS certificate?**

If you lose your DBS certificate, for most placement settings, you should not need to apply for a replacement, as the DBS Team will be able to access the details securely and confirm with your placement provider that you have been DBS checked. If your placement provider does insist on seeing your actual certificate however, you will need to pay £38 and complete a new application. Please email [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) if this applies to you. You can only apply for a replacement if you require this for a course-related placement. We cannot process a new DBS check for organisations that you are volunteering with outside of your course, e.g. Camp America.

If you have placements on your course that take place in a school or college setting, please email [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk) as soon as you realise you have misplaced your certificate, as it could significantly delay your placement if you cannot present your DBS Certificate to your placement provider, when it is requested.

## **Occupational Health Checks**

### **24. The entry requirements for my course stipulate I must undertake a health check – what does this involve?**

If you have applied to study a Professional Body Course, such as Teacher Training, Health Care or Social Work as part of the conditions of entry, we are required to assess you to ensure that you are physically and mentally fit and can cope with the demands of your course and the placements you will undertake. The purpose of the assessment is to help our medical advisers decide whether you are suitable for your chosen course and to consider any adjustments that may need to be made to help you during your training. The answers to the questionnaire are confidential to the Occupational Health Team and will not be given to anyone without your written consent.

### **25. How do I complete the health check?**

**Health Care and Social Work Courses:** The health check takes the form of an online questionnaire. The DBS Team will send you an email with instructions on how to access this before the start of your course. The log-in details to access the questionnaire will be sent directly from our Occupational Health providers, Heales

from email [noreply@heales.com](mailto:noreply@heales.com). If you have not received this within two weeks of accepting your unconditional offer, please email [DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk).

**Initial Teacher Training Courses:** You will be sent instructions directly from the Carnegie School of Education course team – for any queries related to completion of the Health checks for Teacher training courses, please contact: [educationhealthchecks@leedsbeckett.ac.uk](mailto:educationhealthchecks@leedsbeckett.ac.uk)

## **26. What kind of questions will I be asked?**

You will be asked to provide details of:

- Any physical or psychological medical conditions or illnesses you currently have/have had in the past
- Any disabilities or impairments
- Any treatment you are currently undergoing or are due to undergo
- Any medical condition/illness/impairment/disability which may have been caused or made worse by any work or your studies
- Your immunisation and vaccination status

When answering the questions you should consider the following:

- Whether any physical or mental health condition has caused any absence from school/college or work, or is likely to cause time off in the future
- Whether your condition is likely to become progressively worse
- Whether your condition is likely to prevent you from carrying out your studies/duties while on placement
- Whether your condition restricts your movement, strength or posture, or affects your mood, memory, social skills or ability to learn
- Whether your condition could put you or others at risk while on placement

You will be required to provide your immunisation history. If you do not know the dates of your vaccinations you can contact your GP to request these. If you are still unable to obtain this information, please complete the questionnaire as if you have not had the vaccination and the occupational health team will determine what treatments are required. All **Health Care** students will be invited to attend an appointment with the Occupational Health Service at the start of the course, so it's a good idea to bring your immunisation history to your appointment, if you did not have the details available when completing your questionnaire. The following students do not need to attend this appointment:

- **Teaching courses:** if you are a trainee teacher you are not required to be screened for infectious diseases.
- **Social Work/Nutrition:** Although you will not have a screening appointment you do need to provide accurate information regarding your immunisation history. Please contact your GP or previous Occupational Health Service to obtain exact dates if at all possible. If there is no way for you to provide this information, please enter 'no' on the questionnaire.

## **27. What happens once I have completed and submitted the online questionnaire?**

**Health Care and Social Work Courses:** A team of occupational health specialists will assess the answers you give in your questionnaire and provide treatment as required. If you have any queries regarding vaccinations or other medical queries regarding the questionnaire, please read the information provided by Heales and ring the Occupational Health Team on 03333 449 089 or email [studentoh@heales.com](mailto:studentoh@heales.com) for advice if necessary.

**Initial Teacher Training Courses:** The Carnegie School of Education will be able to advise you on the actual questionnaire and how your details are stored and assessed: [educationhealthchecks@leedsbeckett.ac.uk](mailto:educationhealthchecks@leedsbeckett.ac.uk)

**You will not be permitted to fully enrol or start any course placements until all of the required checks have been completed and approved by the DBS Team.**

## **28. MyHub DBS Checklist**

To assist with the required checks needed for your course, applicants/students will be invited to access a DBS Checklist on MyHub. You will also be sent an email from the DBS Team inviting you to create an applicant account in the University **My Hub** portal, with guidance on the DBS process and additional safeguarding requirements.

This is a useful tool to track your progress with the checks needed for your course. This is updated every 24 hours (excepting weekends).

## **Contact Details**

### **DBS Team (Admissions) Leeds Beckett University:**

0113 812 3268

[DBS@leedsbeckett.ac.uk](mailto:DBS@leedsbeckett.ac.uk)

### **Disclosure and Barring Service (DBS):**

DBS helpline: 03000 200 190

International: +44151 676 9390

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>