## Disclosure and Barring Service (DBS)

**Guidance for Applicants on DBS Checks**

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**Why might I be asked to apply for a DBS Check?**

An Enhanced DBS Check or an Enhanced Check for Regulated Activity carried out through the Disclosure and Barring Service (DBS) is compulsory relating to an offer (or a waiting list offer) of a place on some courses in our School. This is in accordance with the requirements of the Department for Children, Schools and Families as you will be working with or will have access to vulnerable groups, including children.

**What is the Disclosure and Barring Service?**

The DBS is an executive agency of the Home Office and provides access to criminal record and other information to organisations in England and Wales. Its specific purpose is to help organisations make more informed decisions when recruiting people into positions of trust.

**What is a DBS Check?**

A check is a document containing information held by the police and government departments/agencies.

**Why do we need this information?**

The DBS offers organisations a means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for certain posts and or practice. Checks will provide details of a person’s criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). Also detailed on Checks is other information e.g. that held by local police forces, if you had allegations made against you or you are subject to an investigation which is still on-going. If the course involves Regulated Activity (as defined in the Protection of Freedoms Act) the check will also contain details from lists held by the DBS of those considered unsuitable for this type of work.

**What information is available through the service?**

The DBS provides access to a range of different types of data, such as information:

* held on the Police National Computer (PNC), such as, convictions, cautions, reprimands and warnings in England, Wales and those recorded from Scotland. (There is also some Northern Ireland conviction data held on PNC) but see <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
* held by local police forces relating to relevant non-conviction information
* from the DBS Adult’s Barred List and the DBS Children’s Barred List.

**Levels of Check**

To provide this service, the DBS offers three levels of check; Standard DBS Check, Enhanced DBS Check and Enhanced Check for Regulated Activity.

These Checks cannot be obtained by members of the public and are only available to organisations for those professions, offices, employments, work and occupations listed in the Exceptions Order to the Rehabilitation of Offenders Act 1974.

**Standard DBS Check**

The Standard DBS Check contains details of all convictions held on the Police National Computer including unspent convictions, as well as details of any cautions, reprimands or final warnings.

## Enhanced DBS Check

These are for posts involving a far greater degree of contact with vulnerable groups including children. Enhanced DBS Checks will be carried out for entrants to courses previously considered to be regulated activity. This applies to teaching courses and courses which have a placement such as Social Work. This level of Check includes local police records. Where such records contain additional information that might be relevant to the course the applicant is being considered for, the Chief Officer of Police may release information for inclusion in an Enhanced DBS Check, some of which, e.g. allegations and investigations, may appear in the “other” information section.

**Enhanced Check for Regulated Activity**

These checks are for a limited range of activities as defined in the Protection of Freedoms Act 2012. In the School of Social Sciences, Humanities and Law this applies to teaching, social work and counselling placements. The Enhanced Check for Regulated Activity includes a check of the DBS barred list for working with Children and/or Adults as appropriate.

**What if I have a criminal record that may not be relevant to the position for which I am applying?**

Safeguards and guidelines have been introduced to ensure that conviction information is not misused and that ex-offenders are not treated unfairly. Ex-offenders will retain the protection afforded by the Rehabilitation of Offenders Act 1974; however an Enhanced Check will detail certain “spent” convictions (see link above). The Code of Practice for Registered Persons and other recipients of this information will govern Registered Bodies’ conduct and prevent abuse of the system.

**Who will receive my Check and what happens next?**

When the application is processed, the DBS sends out a copy of the Check, containing any information revealed during its searches, to you. You must bring your disclosure to the School. We will check the certificate, and record the disclosure number and date on our DBS system.

N.B. If any information is disclosed about convictions, reprimands or cautions that **you did not inform us** about on your declaration of Criminal Convictions form, you must contact the School on the email address below providing full details. We may invite you to an interview to discuss this.

**Transgender applications**

The DBS has a Confidential Checking Process for Transgender Applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application form for a DBS Disclosure.

For further information please contact the DBS on 0151 676 1452 to discuss this matter in confidence.

## Can I challenge the information on my Check if it is incorrect?

Yes, if you think that any information contained on your Check is incorrect please contact the dispute line on 0870 9090 778 immediately and ask about the dispute procedures.

## For how long will the Check be valid?

Each Check will show the date on which it was printed. It is a **requirement** to inform the contact person for the School detailed below of any change in circumstances during your period of studies with us such as new convictions, cautions, allegations or investigations against you.

## Further information

Contact for School of Social Sciences, Humanities & Law

Placements

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