

## **SECTION 3 - DISCLOSURE & BARRING SERVICE**

### **Appendix 12 – DISCLOSURE AND BARRING SERVICE (DBS)**

#### **1. Introduction**

The Disclosure and Barring Service carries out criminal record checks for specific positions and professions and a DBS certificate is required for staff and volunteers working in these specific positions and professions as part of the University's pre-recruitment check following an offer of employment, including volunteering roles.

Specific students on specific undergraduate and postgraduate courses may be required to have a DBS check if working with vulnerable individuals is part of the course process as defined by the legal definitions of regulated activity.

Contact details for the Lead and Counter DBS signatories can be found in Appendix 5.

#### **2. DBS Checks**

There are 4 levels of checks that may be undertaken:-

Basic - a basic DBS check is a criminal record check that you can request for yourself and can be used for any position or purpose. You may also be asked to request a basic check by your employer. A basic check will contain details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.

Certain roles in the University, will, however, require a higher level of criminal record check i.e.:

Standard - the standard DBS check is primarily for positions of high responsibility (for example, accountancy). Standard certificates reveal details of any convictions, cautions, reprimands and warnings the applicant has received, that do not qualify for filtering.

Enhanced - an enhanced check shows the same as a standard check plus any information held by local police that is considered relevant to the role.

Enhanced check with barred lists - shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role.

#### **3. DBS UPDATE SERVICE**

Staff and students are encouraged to subscribe to the DBS Update service but are required to pay the annual fee, (as at 1/10/2019 this was £13), directly to the DBS. When an individual subscribes to the update service it means they will be able to take their DBS certificate and use it for other organisations (subjects to certain terms and conditions).