

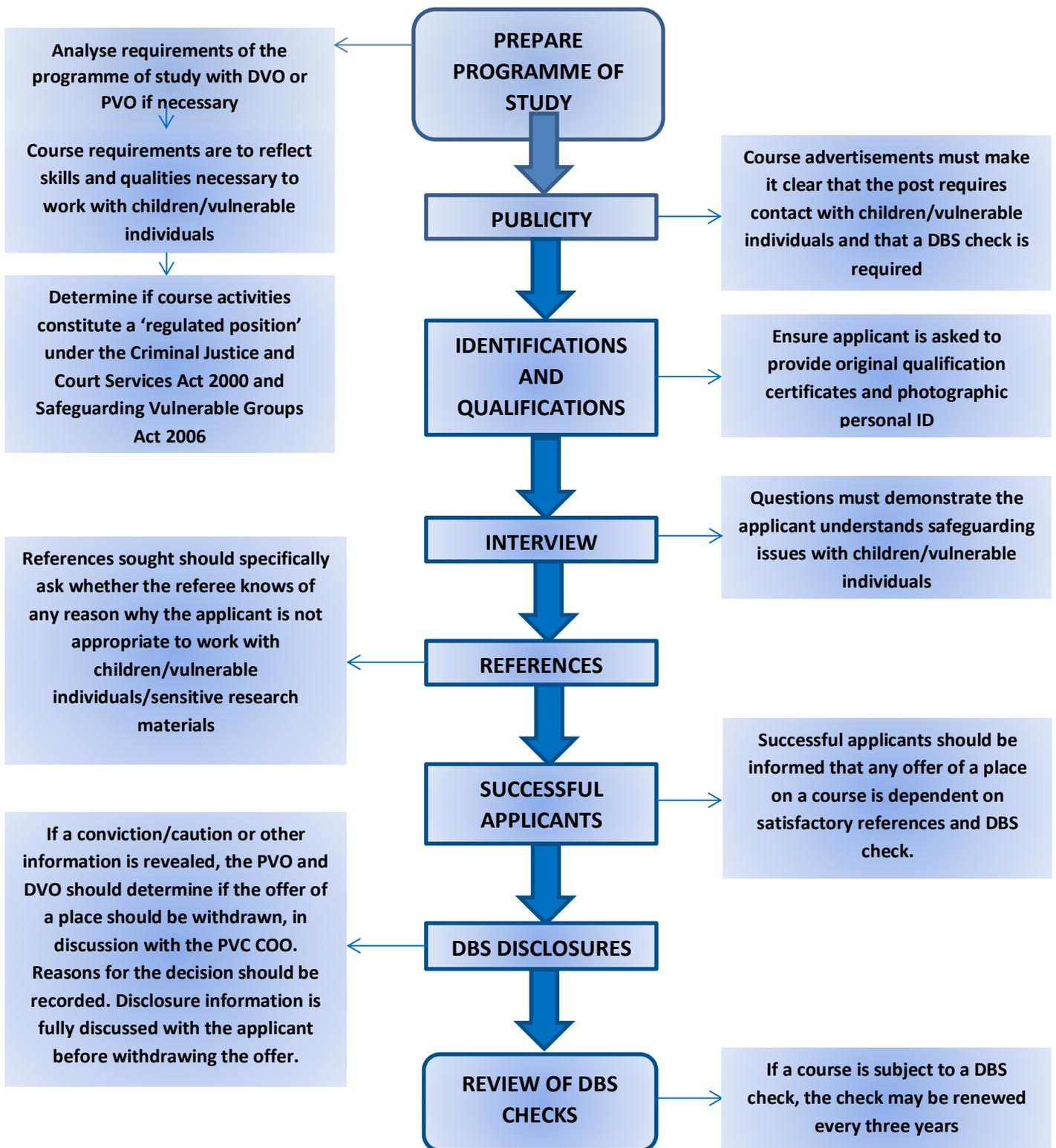
Protocol 1b - Safeguarding in student recruitment / activities

It is the responsibility of Heads of Departments to identify all courses involving compulsory elements which involve contact with children and/or vulnerable individuals, which meet the requirements for a DBS check. This should be carried out as a part of the normal admissions process, and usually by the DSO for that Department/Faculty.

The relevant Schools and other outside agencies should then be provided with confirmation of appropriate DBS checks.

The checklist below outlines steps which should be taken at different stages of the student recruitment process.

For courses/roles involving contact with children or vulnerable individuals or researching sensitive and secure materials, the following steps must be taken when recruiting students:-



Processing Applicants' Documentation

The Academic Department/Faculty will issue a DBS form to the successful applicant for a course which requires the applicant to have a DBS check. The DSO will ensure that the form has been completed and relevant documentation checked.