



University of
Chester

UNIVERSITY OF CHESTER

Student Screening (DBS) Procedures

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STUDENT SCREENING (DBS) PROCEDURE

1. Rationale

- 1.1. This Procedure (the Procedure) should be read in conjunction with the Student Screening Policy (the Policy).
- 1.2. The Procedure is intended to supplement the policy and give more detailed day-to-day procedures on the use of Disclosure and Barring Service checks/disclosures for student screening across the various programmes of study or student activities that are considered exempt under the Rehabilitation of Offenders Act (amended) 1974.

2. Acronyms and Definitions

2.1. The following acronyms and definitions shall apply throughout this procedure:

- ACCD Annual Criminal Convictions Declaration.
- CCD Criminal Convictions Declaration Form.
- DAF Disclosure Application Form.
- DBS Disclosure and Barring Service.
- DBS Certificate Hard copy or electronic info showing outcome of DBS Check.
- DBS Check Enhanced with a barred list Check for Regulated Activity.
- EDAF Electronic Disclosure Application Form
- POFA Protection of Freedoms Act 2012.
- PRSB Professional, Regulatory or Statutory Body
- Result Information Hard copy or E-document showing the results of a DBS Check.
- ROA Rehabilitation of Offenders Act 1974.
- SVGA Safeguarding Vulnerable Groups Act 2006.

2.2. Unless specifically stated as otherwise all references to a DBS Check or Enhanced Check should be interpreted as:

- A DBS Check at enhanced level which includes a check of the DBS barred lists.

2.3. The terms 'applicant', 'candidate' or 'student' are used interchangeably and do not necessarily denote the enrolment status of an individual undertaking a programme of study or study activity at the University.

2.4. Other than in the case of a University Counter-Signatory any action required by specified role holders at the University eg 'The Dean of Faculty' may include the specified role holder or nominee.

3. Availability of Procedure For Screening

3.1. All heads of department/line managers/key recruiters will have access to a copy of the University Policy and Procedure on Student Screening via 'Portal' and the University Website at <http://www.chester.ac.uk/dbs>.

4. Relevant Programme of Study/Student Activity

4.1. Heads of department/line managers/key recruiters will be asked to state in the Definitive Programme Document or Module Descriptor whether the student activity in question:

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- 4.1.1. Is exempt from the provisions of the ROA 1974 and thereby requires a Standard Disclosure;
- 4.1.2. Involves substantial, unsupervised access, on a sustained or regular basis, to children, young persons and the vulnerable and thereby requires an Enhanced Disclosure.
- 4.1.3. Or may be regarded as regulated activity.
- 4.2. Programme documentation will advise students of the fact that admission onto the programme requires a Disclosure and Barring Service (DBS) check.
- 4.3. A list of student activities that require a DBS Check is attached in the appendices.

5. Continued Condition of Entry, Enrolment and Commencement of Study

- 5.1. In the case of applicants to undergraduate programmes of study that involve regulated activity (including ITE programmes, Social Work, Youth Work and Nursing & Midwifery and Medicine) all offers of acceptance sent by the relevant clearing body, full entry to studies or complete enrolment on the programme will remain conditional upon, application for and receipt of, a satisfactory DBS Check through the University.
 - 5.1.1. Similarly, where applicants are required to undergo other relevant suitability checks regarding conduct eg Occupational Health or medical checks, provisional registration with a professional body or checking of various statutory prohibition lists; full entry to studies or complete enrolment on the programme will remain conditional upon the satisfactory completion of the required checks.
 - 5.1.2. Candidates will not normally be required to apply for a DBS Check or undergo other suitability checks on conduct until an unconditional firm (UF), or similar, offer has been made.
- 5.2. In the case of applicants to postgraduate and postexperience programmes of study the conditional offer of acceptance sent by the University will state that a satisfactory DBS Check is required.
 - 5.2.1. Moreover, in the case of applicants to postgraduate and postexperience programmes of study at the University paragraph 5.1 above shall have effect.
- 5.3. Candidates for all programmes that include regulated activity will also receive information from the Institutional Compliance Officer that informs them that any offer of a place will remain provisional upon receipt of the relevant DBS check and any other safeguarding checks as required.
 - 5.3.1. Candidates will be advised to join the DBS Update Service to enable the University to undertake a status check as necessary.
- 5.4. Where a DBS Check has been applied for and not received by the University but the student has commenced studies and/or enrolled for the programme the student's place will continue to remain provisional until a satisfactory DBS Check and where necessary, other relevant suitability checks is received. Such students may be required to complete a statutory declaration as testimony to their good conduct and/or the University may undertake a List 99 check (DBS Children's Barred register check) through the TP On-Line system or any other safeguarding checks it believes are necessary to ascertain the good character and conduct of the applicant.

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- 5.5. In the case of current students registering for modules of study or other student activities which involves substantial, unsupervised access, on a sustained or regular basis, to the vulnerable; this will be detailed in the relevant course descriptor. Students will be required to apply for an Enhanced Check for Regulated Activity prior to commencement of the activity.
- 5.6. Under no circumstances may any person commence any placement, which involves regulated activity, unless that person has completed the application process for a DBS Check including having their identity confirmed as part of the DBS process through the University as a DBS Registered Body.

6. Applying For Disclosure - New Entrants - EBulk

- 6.1. Upon receipt of an 'Unconditional' (UF) or similar offer applicants will receive information regarding the application process for an Enhanced Check for Regulated Activity from the Institutional Compliance Officer.
- 6.2. Applicants will normally be required to complete the DBS application using the on-line service, accessible at <http://www.chester.ac.uk/disclosure>.
- 6.3. Included in the correspondence from the Institutional Compliance Officer will be details of the individual's username and password to access the site, instructions regarding the completion of the on-line form and dates and times of signing sessions. Examples of the letter and instructions are included in the appendices.
- 6.4. Applicants will also be directed to the University's website at <http://www.chester.ac.uk/dbs> from which further information regarding the process, dates of signing sessions and other related matters may be obtained
- 6.5. Applicants for a DBS Check are required to supply the following information:
 - Full name and title
 - Any previous names used and dates of use
 - Current address
 - Any previous addresses during the previous five years
 - Date of Birth
 - Place of Birth
 - Nationality
 - Details of ID documents
- 6.6. Once the applicant has completed the on-line process the Institutional Compliance Officer will invite the applicant to an ID checking session. In exceptional circumstances and applicant may be asked to attend a Post Office for Identity confirmation if they are for any reason unable to attend a UoC signing session.
- 6.7. In line with recommendations made by the Bichard Enquiry applicants will be expected to attend an ID checking session to present their identity documents, submit their CCD and pay for the check if appropriate. There will be no exceptions to applicants having a face to face Identity check carried out.
- 6.8. The DBS requires that applicant state whether they have any unspent criminal convictions on the eDAF; therefore, students will also be asked to answer 'Yes' or 'No' to the question "Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance"

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- 6.8.1. Any applicant answering in the positive will be referred to the Institutional Compliance Officer.
- 6.9. The applicant will be liable for the cost of the DBS Check, the on-line application fee and any other, or additional, fees arising from the introduction of the DBS Update scheme.
 - 6.9.1. Under the arrangement with NHS Trusts the DBS fees for applicants registered prior to February 2017 for NHS programmes will currently be met by the SHA. Where the SHA fails to meet the costs for an applicant's DBS and other associated checks the applicant will become liable.
- 6.10. Once the identity of the applicant has been confirmed by a university registered person (Countersignatory), the appropriate fee paid and the CCD has been signed by the applicant the EDAF will be countersigned and sent to the DBS.
- 6.11. The DBS Checks should be completed to allow sufficient time for the disclosure to be received by the applicant and the University before any placement is commenced.
 - 6.11.1. Where a DBS Check has been applied for and the result not received by the University but the student has commenced studies and/or enrolled for the programme the student's place will continue to remain provisional until a satisfactory disclosure through the DBS is received and other safeguarding checks completed as necessary.
 - 6.11.2. Such students may be required to complete a statutory declaration as testimony to their good conduct and/or the University may undertake any other safeguarding checks it believes are necessary to ascertain the good character of the applicant, including a List 99 check (DBS Childrens' Barred register check), through the Teachers' Pension Service and the relevant check on the Secretary of State for Education's prohibition list.
- 6.12. Upon receipt of the DBS E-Certificate the Institutional Compliance Officer will record the Disclosure number and date of disclosure on the individual student's record on the student record system.
 - 6.12.1. Where an E-Disclosure details evidence of a conviction, caution, reprimand or warning that applicant will be asked to present their original copy of the certificate to the Institutional Compliance Officer (or nominee) and to possibly attend an interview as per section 13 below of this procedure.
- 6.13. Under no circumstances may the applicant/student commence any placement, that involves Regulated Activity, where an Enhanced check for Regulated Activity has not been applied for through the University.

7. Applying For Disclosure - Current Students (EBulk)

- 7.1. There may be occasions where a current student, during their programme of study, chooses to undertake a student activity that will require an Enhanced Check for Regulated Activity.
 - 7.1.1. These activities would normally include Work Based Learning, certain volunteering projects and some areas of research as part of a dissertation. A full list of activities can be found in the appendices.

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- 7.1.2. In the case of Work Based Learning and some volunteering projects the placement provider may indicate if an Enhanced Check for Regulated Activity is necessary.
- 7.2. Students will normally be required to complete the DBS application using the on-line service, accessible at <http://www.chester.ac.uk/disclosure> or via PORTAL.
- 7.3. Once a student has indicated that they wish to undertake a student activity that may be regarded as 'regulated' their name, student number and university email address will be recorded on the University disclosure site thus generating a username and password.
- 7.4. The student's details will be recorded either by the organising department or Institutional Compliance Officer.
- 7.5. Students will be automatically sent an email detailing instructions regarding the completion of the on-line form, further information is also available on PORTAL and the front page of the disclosure site. Examples of the email and instructions are included in the appendices.
- 7.6. Applicants for a DBS Check are required to supply the following information:
- Full name and title
 - Any previous names used and dates of use
 - Current term-time address
 - All previous addresses, including term-time and home, during the previous five years
 - Date of Birth
 - Place of Birth
 - Nationality
 - Details of ID documents
- 7.7. Once the student has completed the on-line process the Institutional Compliance Officer will invite the student to attend an ID checking session or inform the organising department to do so.
- 7.8. In line with recommendations made by the Bichard Enquiry applicants will be expected to attend an ID checking session to present their identity documents, and pay for the check, if appropriate. There will be no exceptions to the requirement to attend in person.
- 7.8.1. The ID checking session may be an organised event for groups of students or on an individual basis.
- 7.9. The DBS requires that an applicant state whether they have any unspent criminal convictions therefore, students, at the signing session, will also be asked to answer 'Yes' or 'No' to the question "Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance"
- 7.9.1. Any student answering in the positive will be referred to the Institutional Compliance Officer or counselled within the organising department.
- 7.10. The student will be liable for the cost of the Enhanced Check for Regulated Activity, the on-line application fee and any other, or additional, fees arising from the introduction of the DBS Update service.

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- 7.10.1. The DBS does not charge for checks on volunteers so long as the “person is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives¹”. Therefore students undertaking volunteering projects where no form of remuneration, including academic credit towards a qualification, is received will be not be charged for the Enhanced Check for Regulated Activity.
- 7.11. Once the identity of the applicant has been confirmed by a university registered person (Countersignatory) and the appropriate fee paid the EDAF will be sent to the DBS.
- 7.12. The DBS Check should be completed to allow sufficient time for the disclosure to be received by the applicant and the University before any placement is commenced.
- 7.13. Upon receipt of the DBS E-Certificate the Institutional Compliance Officer will record the Disclosure number and date of disclosure on the individual student’s record on the student record system.
 - 7.13.1. Where an E-Disclosure details evidence of a conviction, caution, reprimand or warning that student will be asked to present their original copy of the certificate to the Institutional Compliance Officer (or nominee) and to possibly attend an interview as per section 13 below of this procedure.
- 7.14. Where a DBS Check has been applied for and not received the student’s placement will continue to remain provisional until a satisfactory disclosure is received. Such students may be required to complete a statutory declaration as testimony to their good conduct.

8. Applications From Overseas Students

- 8.1. The DBS cannot currently access overseas criminal records or other relevant information as part of its Disclosure service.
- 8.2. However, a new central authority for the exchange of criminal records information between EU member states was established and set up at Hampshire Police under ACPO leadership, called ACPO Criminal Records Office (ACRO). Some 27,500 paper records relating to offences committed abroad by British nationals, received by the Home Office (UKCA) under previous arrangements, have been handed over by UKCA to ACRO.
- 8.3. Applicants from overseas will be required to complete a CCD and apply for a DBS Check in the normal way. Moreover, applicants from overseas will also be required to produce a ‘certificate of good conduct’ or similar from their home country.
- 8.4. Where a ‘certificate of good conduct’ or similar is not available candidates from overseas will be required to make a Statutory Declaration as detailed in section 16 below.

9. Criminal Convictions Declaration Form

- 9.1. All candidates for entry to programmes of study, that require a DBS Check, will be required to complete a Criminal Conviction Declaration Form (CCD). An example of a CCD is included in the appendices.

¹ DBS definition of a volunteer: - <http://www.DBS.gov.uk/default.aspx?page=2228>

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- 9.2. The CCD will be available on the University website and brought to the attention of candidates at either the interview or in the correspondence initiating the DBS process. At no point does the CCD replace the need for either a DBS Check or any other suitability check that the University is required to undertake.
- 9.3. The CCD is designed to alert the University to any candidate who may have a criminal conviction or any other issue that may indicate that they are potentially unsuitable to work with the vulnerable.
- 9.4. The CCD also acts as an 'honesty broker' and will be compared to the DBS Certificate if necessary.
 - 9.4.1. Where a DBS Certificate contains a conviction this will be compared with the CCD to ascertain if the applicant did self disclose any relevant convictions.
 - 9.4.2. In the case of a major discrepancy between the CCD and the DBS Certificate the candidate will be interviewed and the offer of a place may be withdrawn.
- 9.5. Completed forms should be returned to the Institutional Compliance Officer.
- 9.6. Candidates who declare a conviction, or similar, will not necessarily be excluded from the programme unless the conviction is so severe that in the interests of safeguarding the vulnerable the candidate would be reasonably deemed unsuitable.
 - 9.6.1. In some cases the University may be statutorily required to refer the candidate's details to the DBS.
- 9.7. The CCD will be held until as such time as a DBS result is received and a recruitment decision made. The CCD and any accompanying DBS result information will be shredded following no more than six months after the recruitment decision.

10. DBS Single Certificate

- 10.1. Section 79 of the Protection of Freedoms act 2012 removes the requirement for the DBS to issue a copy of a DBS enhanced certificate to the Registered Body. Therefore, where an applicant or student applies for a DBS Enhanced Check, using the paper based DAF, the University will not receive a copy of the certificate from the DBS.
 - 10.1.1. All applicants or students who are required by the University to apply for a DBS Check and receive a result which contains conviction information (Cautions, reprimands, warnings, convictions, Police intelligence) will be required to present a copy of their DBS certificate before commencing studies or attending a placement as part of their studies as per sections 5, 6 and/or 7 above.

11. Portability & the DBS On-Line Update Service

- 11.1. Portability refers to the re-use of an Enhanced Check for Regulated Activity (Disclosure), obtained for a position in one organisation and later used for another position in another organisation.
- 11.2. Using a previously issued Enhanced Check for Regulated Activity does not constitute a fresh Enhanced Check for Regulated Activity – the person's criminal record or other relevant information may have changed since its issue.
- 11.3. Registered Bodies are responsible for the accuracy of the information provided to the DBS and on which it carries out its checks. By accepting a previously issued Enhanced

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Check for Regulated Activity the University would be accepting the risk that the previous Registered Body provided the DBS with a fully validated applicant's identity on which to carry out its checks.

- 11.4. The DBS has recently introduced a new online Update Service; this service allows an employer, with the individual's consent, to carry out an online status check to find out if further relevant criminal information has been identified regarding the individual since an Enhanced Check for Regulated Activity was last carried out. However, use of the Update Service by employers, in recruiting individuals is optional, and as such the University will continue to require all applicants to apply for a new DBS Check, through the University as a Registered Body prior to the individual commencing any relevant study or placement.
- 11.5. All applicants for programmes of study that involve regulated activity will be recommended to register for the DBS update scheme, as part of their application for a DBS Check through the University, and be requested to give consent to the University to carry out an on-line status check as deemed necessary.²
 - 11.5.1. The University will not require existing students who are undertaking regulated activity as part of a module of study or a one-off activity to register for the update service.
- 11.6. However, where a candidate does present an existing disclosure and has correctly subscribed to the Update Service, the University may accept the previous check on a temporary basis if the status is clear and pending clearance against the disclosure applied for through the University as a registered body.

12. Other Relevant Safeguarding Checks Regarding Character and Conduct

- 12.1. Due to the professional or statutory nature of particular programmes of study, students on these programmes may be required to submit for additional safeguarding checks regarding their character or conduct³.
- 12.2. Where this is the case individual applicants will be informed of the need for the relevant check and what action, if any, they are required to take to satisfy the required safeguarding check.
 - 12.2.1. Where a student is required to self-declare that they have not been prohibited, banned, disqualified or similar; individual applicants/students will be asked to do so on the CCD or annual declaration. The results of which will be recorded by the Institutional Compliance Officer on the Student Record System
 - 12.2.2. Where the University is required to undertake or initiate a specified check, eg DFE Prohibition Order via the National College for Teaching and Leadership, the Institutional Compliance Officer or relevant Dean of Faculty shall undertake the check and record the results on the Student Record System or relevant Faculty record.

² Following introduction and commencement of the service

³ Eg: DFE ITE Criteria 1.3 requires that the University checks that applicants are not subject to a DFE prohibition order.

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13. Disclosures or CCD Containing Convictions

- 13.1. University Faculties may, due to the nature of their programmes or professional body requirements, adopt their own bespoke procedure. However, any such procedure should be broadly based upon the following.
- 13.2. Where an applicant self declares a conviction on the CCD the Institutional Compliance Officer will contact the applicant to ascertain sufficient details as to allow the Dean, or nominee, to make an informed decision.
 - 13.2.1. The Dean, or nominee, will be informed of the details of the CCD once all facts have been established. However, unless the offence is sufficiently serious no final decision will be made until the DBS Certificate is received by the University.
- 13.3. Where a conviction is detailed on the DBS Certificate this will be compared with the CCD to ascertain if the applicant self disclosed and be compared with any further information supplied by the applicant including their copy of the DBS Certificate supplied directly to the applicant/student by the DBS.
 - 13.3.1. Where an E-Disclosure details evidence of a conviction, caution, reprimand, warning or local intelligence the applicant will be asked to present their original copy of the certificate to the Institutional Compliance Officer (or nominee), who will compare the details with the CCD.
 - 13.3.2. Where no details were disclosed on the CCD the Institutional Compliance Officer will contact the applicant to ascertain further information and the applicant may be interviewed by the Dean, or nominee, to ascertain further details.
 - 13.3.3. The Dean, or nominee, will not consider any disclosures which detail that the applicant is barred from regulated activity by the DBS. The Vice-Chancellor will be informed of any such persons who will require the applicant to be immediately withdrawn from the programme, or any offer of study to be withdrawn. The University will also refer such persons to the DBS as statutorily required.
- 13.4. In making a judgement regarding an individual's suitability the Dean, or nominee, should consider the following in relation to the programme of study or student activity:
 - Does the student activity⁴ involve one-to-one contact with children, or other vulnerable groups such as employees, members of partner organisations or customers and clients?
 - May the student activity be regarded as a 'regulated' or 'controlled' activity under the Safeguarding Vulnerable Groups Act 2006
 - Does the student activity involve direct contact with the public?
 - Does the student activity involve and direct responsibility for resources, finance or other items of value?
 - What level of supervision will the students receive?
 - Will the nature of the student activity present any opportunities for students with a criminal conviction to re-offend?

⁴ Programmes of Study, Modules of Study or Student Volunteering

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- 13.5. Furthermore the Dean, or nominee, will consider the relevance of the convictions and in particular:
- The seriousness of the offence and its relevance to the safety of other students, partner organisations, members of the public with whom the student may come in to contact, resources and property;
 - The circumstances leading up to the offence, for example the influence of domestic or financial difficulties;
 - Repeat offences, i.e. whether the offence was a one-off, or part of a history of offending;
 - The length of time since the offence(s) occurred;
 - Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely;
 - The degree of remorse, or otherwise expressed by the applicant and their motivation to change.
- 13.6. Where the Disclosure reveals evidence of a conviction(s), and this is deemed to have no bearing on the person's enrolment on the student activity, no further action will be taken.
- 13.7. Where the Dean of School or nominee wishes to seek further guidance they may either:
- Seek guidance from a senior professional in a relevant partner organisation and/or
 - refer the decision to the Disclosure Panel as detailed below.
- 13.8. Where the Disclosure reveals evidence of a conviction(s), and this is deemed to be unsuitable or have an unsatisfactory bearing on the person's enrolment on the student activity, the applicant will be advised that they may not continue with the student activity and the offer withdrawn.
- 13.9. Where the Disclosure reveals evidence of a conviction(s), as listed in Schedule 4 of the Criminal Justice and Court Services Act 2000, the applicant will be advised that they may not continue with the student activity and the offer withdrawn.
- 13.10. Where required the University will supply the relevant Regulatory Body with a copy of either the CCD or DBS Certificate, or both, in order to allow the relevant Regulatory Body to make an informed decision regarding registration.
- 13.11. A flowchart showing the process for managing DBS Checks in the Faculty of Health & Social Care and Education & Children's Services is included in the Appendices.

14. Disclosure Panel

- 14.1. University Faculties may, due to the nature of their programmes or professional body requirements, adopt their own bespoke procedure. However, any such procedure should be broadly based upon the following.
- 14.2. A Disclosure Panel will be established to consider disclosures, and only those disclosures, that detail convictions and offences where the Dean of School or nominee wishes to seek further guidance.
- 14.3. The Disclosure panel will consist of the Dean and one representative from the relevant Faculty or School of Study, a representative from a partner organisation and the

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Director of Legal Services. This membership may vary as necessary but should always include a member of a partner organisation and at least one member of the faculty and a member of Legal Services. The Institutional Compliance Officer will service the Disclosure Panel.

- 14.4. All considerations by the panel regarding disclosures detailing convictions will be considered in a redacted form so as to protect the identity of the individual applicant.
- 14.5. The Disclosure Panel will not consider any disclosures which detail that the applicant is barred from regulated activity by the DBS. The Vice-Chancellor will be informed of any such persons who will require the applicant to be immediately withdrawn from the programme, or any offer of study to be withdrawn. The University will also refer such persons to the DBS as statutorily required.
- 14.6. All disclosures detailing convictions will be considered in line with the criteria set out in section 12 and the requirements of the relevant student activity.
- 14.7. The Disclosure Panel will make recommendations as outlined in section 12.
- 14.8. Decisions of the Disclosure Panel are final and no right of Appeal exists.
- 14.9. All information whether it is discussed, written, printed or copied by the Disclosure Panel will be treated in accordance with the DBS CoP and will not be discussed with anyone not directly involved in the recruitment decision. In addition any information circulated to the Panel will be collected at the end of any meetings and destroyed inline with the University's 'Storage Handling and retention Policy'.

15. Annual Declaration

- 15.1. A number of regulatory bodies have introduced a requirement that all students undertaking programmes of study that lead to registration with the body should declare on an annual basis that they have not received any (further) criminal convictions since their initial registration and Enhanced Check for Regulated Activity for entry to the programme.
- 15.2. In view of this requirement the University has introduced an annual declaration for students on programmes of study where the relevant regulatory body has stated that such a check is necessary and where entry to the programme of study would require a DBS Check.
 - 15.2.1. Where successful entry to a programme of study is dependent upon completion of a DBS check but the relevant regulatory body does NOT require an annual check the relevant programme may undertake annual checks if deemed necessary.
- 15.3. A copy of the proposed Annual Declaration Form (ACCD) is included in the appendices.
 - 15.3.1. The appendices also include screen shots from the discontinued annual check undertaken as part of on-line enrolment.
- 15.4. Blank copies of the form will be available on PORTAL and from the relevant faculty or school of study.
- 15.5. Once completed the ACCD will be retained on the student file in the faculty.

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15.6. Where a student declares that they have received a conviction, or there has been a change to their DBS status since initial enrolment on the programme of study the student may be required to apply for a new DBS Check and interviewed by the relevant Dean, or nominee, who will make a decision as to whether the Student Disciplinary or Professional Suitability Procedures should be invoked.

15.6.1. Such students may also be prevented from attending any placement until as such time as the relevant Dean is satisfied that no risk of harm exists.

16. Statutory Declaration

16.1. A Statutory Declaration is similar to the CCD self declaration other than the declaration is made in the presence of a Solicitor or Commissioner for Oaths and constitutes a legal oath under the provisions of the Statutory Declarations Act 1835.

16.2. A copy of the University Statutory Declaration Form is included in the Appendices.

16.3. The form may be used for either applicants from overseas who have been unable to supply a certificate of good conduct and/or students who are due to go on placement and have applied for a DBS Check which has not yet been received by the University from the DBS.

16.4. The student is required to complete the form and sign the form in front of a practising solicitor or Commissioner for Oaths, who should also sign and stamp the form.

16.5. The Solicitor may charge a small fee for this service for which the student is liable.

16.6. Completed forms should be returned to the Institutional Compliance Officer.

16.7. Completed forms will be retained until as such time as a DBS Certificate or certificate of good conduct is received.

17. Professional or Regulatory Body Registration

17.1. A number of Regulatory Bodies require students or trainees to register with the body as part of their training.

17.2. This registration usually requires the student and/or the University to declare and certify that either the student does not have any convictions or to disclose any convictions.

17.3. The Regulatory Body may make a recommendation as to the suitability of the student to be placed on or remain on the appropriate register.

17.3.1. Where required the University will supply the relevant Regulatory Body with a copy of either the CCD or DBS Certificate, or both, in order to allow the relevant Regulatory Body to make an informed decision regarding registration.

17.4. Where the Regulatory Body deems that a student may not be placed on the appropriate register the student will be required to withdraw from the relevant programme of study.

17.5. Where the Regulatory Body deems that a student may be placed on the appropriate register the University will still consider the relevance of the convictions as per section 13 of this procedure.

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18. Costs

- 18.1. The Disclosure and Barring Service determines the cost of the enhanced check for regulated activity and update service. Prospective and/or current students are expected to meet the cost of this service and any additional administration costs as appropriate.
- 18.2. The cost of the DBS for students registered on Nursing, Midwifery and Nutrition and Dietetics may be met by the Strategic Health Authority; however, in the event of the SHA not paying for a disclosure the student will be rendered liable.

19. Placements

- 19.1. Programmes of Study that require Enhanced Check for Regulated Activity invariably contain some form of placement or experiential learning that brings the student into contact with children or vulnerable adults eg clinical placements or School Experience.
- 19.2. Placements are integral part of the programme and students are usually required to successfully complete the placement to allow progression between levels and ultimately successful completion of the programme and registration with the appropriate regulatory body.
- 19.3. Students on placements should not be regarded as 'agency staff' or part of the 'volunteer' workforce.
- 19.4. In line with guidance published by the DfE and DoH students are required to have an Enhanced Check for Regulated Activity for entry to the programme, but are not required to have additional checks for each placement which is an integral part of the relevant programme of study.
 - 19.4.1. The only exception to this guideline will be for those placements that take place in a domiciliary care setting that is regulated by Care Quality Commission CQC.
- 19.5. Under the S124 of the Police Act 1997 and the DBS Code of Practice the University, as a Registered Body, may not share information contained on a disclosure with any third party; to do so constitutes a criminal offence. Therefore, the University is unable to divulge the contents of a DBS Certificate, whether it lists a conviction or not, to placement providers.
- 19.6. Given that students on placement should not be regarded as either 'agency staff' or 'volunteers' and following the DBS Check at admission to the programme no further DBS Check is required at any point during the studies prior to commencement of, or during a placement; placement providers should not require students to submit for a further DBS check or an Update Service check.
 - 19.6.1. The University does not promote or condone the practice of subjecting students on placement to additional DBS or Update Service checks by placement providers. Placement Providers who do wish to undertake additional checks are strongly recommended to seek advice from the DBS prior to doing so.

20. The DBS Code of Practice

- 20.1. As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, University of Chester complies fully with all

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aspects of the DBS Code of Practice including the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

20.1.1. In compliance with this requirement the processing of all personal data in pursuance of obtaining a DBS Check and associated matters will be conducted in accordance with the provisions detailed within Section 14 of the University's Student Screening Policy.

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APPENDIX A

Student Activities that May Require Disclosure and Barring Service Checks

Foundation Degrees

Early Years Practice
Health and Social Care (Assistant Practitioner)
Sports Coaching

Undergraduate

BA (Hons.) with Qualified Teacher Status
BA Youth Work
BA Early Childhood Studies
BA Childhood and Youth Professional Studies
BSc Nutrition and Dietetics
BSc Physical Education
BSc Sports Coaching
BA Sport Development and Coaching
BSc Health and Exercise Science
BA Social Work
All Pre-registration Nursing programmes
BSc Midwifery (pre-registration)

Postgraduate

MA Art Therapy
MA Clinical Counselling
Postgraduate Certificate Counselling Supervision
Postgraduate Certificate in Education (all programmes) – Excluding salaried route
MSc/PG Dip Nutrition and Dietetics
MA/PG Dip Social Work
MD Doctor of Medicine
MSc Physician Associate Studies

Modules of Study

Dissertation PG
Dissertation UG
Experiential Learning
Work Based Learning

Other Activities

Cygnets
Student Associate Scheme
Volunteers (SGSS) Chester
Volunteers (SGSS) Warrington

This list is not exhaustive and programmes may be added or deleted as appropriate.

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APPENDIX B

Example of an Email Sent To DBS Applicants

The exact wording of the email may vary depending on the programme of study.

Activation of Account & Reminder Email

USER NAME: c#####
PASSWORD: Pa55w0£d

Dear Xxxx Xxxxxx

Disclosure and Barring Service Application Procedure

The University of Chester is committed to compliance with all those legal, statutory and regulatory requirements which pertain to the training and education of teachers, nurses, midwives, social and youth workers and any other group or groups who, while registered for a programme of study or training at the University of Chester, may be placed in charge of, or in contact with, children and/or vulnerable groups. Higher Education Institutions who offer programmes of study where students, undertake regulated activity are required to ensure that these students are vetted via the DBS certificate process. Due to the nature of the studies that you have chosen, we require you to apply for a Disclosure and Barring Service through the University of Chester. Please rest assured that this is a necessary but standard process that all students who join your programme of study this year will have to undertake.

You should apply for your DBS check on-line. Before you begin please ensure that you have details of all your addresses from the past 5 years to hand including any temporary or term time addresses from previous University studies if applicable. Please go to www.chester.ac.uk/dbs. This will take you to the login page where you will need to enter your user name and password shown above. Instructions on how to complete the on-line form can be found at www.chester.ac.uk/dbs/how.

Once you have completed the application process you will be required to produce your chosen documents, sign the form and pay for the disclosure during a DBS signing session the dates of which can be found at www.chester.ac.uk/dbs/dates. Please ensure that you bring your identity documents and payment for the correct fee made payable to University of Chester (Applicants for Nursing, Midwifery and Dietetics courses do not need to pay for their check at this stage). Moreover, you should subscribe to the DBS Update Scheme in order to evidence to any placement provider that you do have suitable DBS clearance. You will be sent further information about this process following completion of the application process.

The Disclosure application online process and the criminal conviction self declaration form must be completed upon receipt of this letter. Failure to complete the process will delay your enrolment and may have serious consequences for your placements and registration. You should also note that any offer or guarantee of a place on your chosen programme of study at the University of Chester remains provisional pending a receipt of satisfactory DBS clearance through the University and suitability assessment based upon your self-declaration; these conditions remain in place irrespective of whether you have enrolled or commenced studies. The University may terminate studies if information comes to light that may have a bearing on your suitability to work with Children or Vulnerable Groups or you fail to meet the suitability requirements. The University does not accept disclosures from previous employment or those obtained through other registered bodies irrespective of subscription status.

In the event of a disclosure indicating a former conviction, the nature of the disclosure is carefully considered and an appropriate course of action is determined and taken. In determining this action NACRO, DfE, NHS Employers and any other relevant Professional, Regulatory and Statutory Body guidance, including

UNIVERSITY OF CHESTER STUDENT SCREENING (DBS) PROCEDURE

that published by the NMC and HCPC is taken into account. Applicants may also be asked to reveal the background of events leading to the conviction before a decision on suitability is made and commencement of studies is allowed.

Any student who is convicted of any offence during their study at the University must declare this to the Institutional Compliance Officer and the Director of Programmes/Programme Leader.

Your unique username and password is:

USER NAME: c#####
PASSWORD: Pa55w0£d

University of Chester
Parkgate Road Chester
CH1 4BJ
DBScheck@chester.ac.uk
Tel: 01244 511388

<http://www.chester.ac.uk/dbs>
<http://www.chester.ac.uk/dbs/how>
<http://www.chester.ac.uk/dbs/dates>
<http://www.chester.ac.uk/dbs/filtering>

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Following Submission of Application

Date: 27-08-2015

Dear Xxxx Xxxxx

Thank you for submitting your details and thus completing the FIRST part of your DBS Check. Please find below a checklist of things you have to do next:

1. Ensure that you attend a University DBS signing session in order for you to prove your identity and answer the question: Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance'.
Dates of the signing sessions are available on the University Website at www.chester.ac.uk/dbs/dates
2. You will need to bring the ID documents that you have used to support your DBS application with you to the signing session. For your reference your ID documents are as follows:
 - * A Valid Passport
 - * A Valid Driving Licence - Both the photo card and the counterpart paper licence MUST be presented
 - * A Birth Certificate
3. Once you have completed the application process you should subscribe to the DBS Update Scheme, in order to evidence to any placement providers that you do have suitable DBS clearance. You will receive further information about this process following completion of the application process at the signing session.
4. If you have not done so already, please ensure that you complete and return the Criminal Convictions Self-Declaration form. You can bring this with you to the signing session.
5. You will need to pay for your DBS application, the price of which is available on the University website at www.chester.ac.uk/dbs. Cheques should be made payable to the University of Chester. We will not submit your DBS application without a payment. Applicants for Nursing, Midwifery and Dietetics courses do not need to pay for their check at this stage.

Failure to complete the process will delay your enrolment and may have serious consequences for your continued registration and placements. You should also note that any offer or guarantee of a place on your chosen programme of study at the University of Chester remains provisional pending a receipt of satisfactory DBS clearance through the University; this condition remains in place irrespective of whether you have enrolled or commenced studies. The University may terminate studies if information comes to light that may have a bearing on your suitability to work with Children or Vulnerable groups.

In the event of a disclosure indicating a former conviction, the nature of the disclosure is carefully considered and an appropriate course of action is determined and taken. In determining this action DfE, NHS, NACRO and any relevant Professional, Regulatory and Statutory Body guidance, including that published by the NMC and HCPC is taken into account. Applicants may also be asked to reveal the

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background of events leading to any conviction before a decision on suitability is made and commencement of studies allowed.

Any student who is convicted of any offence during their study at the University must declare this to the Institutional Compliance Officer and the relevant Head of Department or Programme Leader.

You should also return the completed and signed Criminal Conviction Suitability Self-Declaration form to either Matthew Palmer or Rob Dawson as a matter of urgency.

I hope this information is helpful and thank you for your assistance in this matter.

Kind Regards

University of Chester
Parkgate Road Chester
CH1 4BJ
DBScheck@chester.ac.uk
Tel:01244 511388
Fax: 01244 392808
<http://www.chester.ac.uk/dbs>
<http://www.chester.ac.uk/dbs/how>
<http://www.chester.ac.uk/dbs/dates>
<http://www.chester.ac.uk/dbs/filtering>

UNIVERSITY OF CHESTER
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Following Submission of the DBS Application

Dear [name]

Submission of your Disclosure and Barring Service Application

Thank you for submitting your DBS application, I am pleased to inform you that your application has been successfully received by the Disclosure and Barring Service. Your application reference number is [DBS Ref Number].

You can track the progress of your application by logging onto to your University DBS account using the link www.chester.ac.uk/dbs and inputting your username and password. Alternatively you can track your application directly with the DBS via <https://secure.crbonline.gov.uk/enquiry/> you will need to input the above reference number and your date of birth.

You should receive a copy of your certificate shortly. Remember you will need to retain your copy of the certificate to show your placement provider or module tutor if requested to do so. You should subscribe to the DBS Update Scheme in order to evidence to any placement provider that you do have suitable DBS clearance; this could also mean that you do not need to apply for another DBS certificate at a later date.

In order to subscribe to the update service you will need to provide either the above reference number of your DBS certificate number. However, you only have 14 days to do so. When you subscribe you will be asked if you are a volunteer. Students undertaking placements as part of their studies are NOT classed as volunteers and you should answer "NO" to the question. There is an annual cost to the update service payable directly to the DBS. If you fail to subscribe to the update service, or if you lose your DBS certificate, you will be required to apply for a new DBS check and liable for the full application fee. You may subscribe to the update service using the following link: <https://secure.crbonline.gov.uk/crsc/apply>.

Please remember that any offer or guarantee of a place on your chosen programme of study at the University of Chester remains provisional pending a receipt of satisfactory DBS clearance through the University; this condition remains in place irrespective of whether you have enrolled or commenced studies. In the event of a disclosure indicating a former conviction, the nature of the disclosure is carefully considered and an appropriate course of action is determined and taken. In determining this action NACRO, DfE, NHS Employers and any other relevant Professional, Regulatory and Statutory Body guidance, including that published by the NMC and HCPC is taken into account. Applicants may also be asked to reveal the background of events leading to the conviction before a decision on suitability is made and commencement of studies is allowed. We will contact you directly should we need to discuss the contents of your disclosure with you.

Any student who is convicted of any offence during their study at the University must declare this to the Institutional Compliance Officer and the Director of Programmes/Programme Leader.

For you convenience your unique username and password is:

USER NAME: [username]

PASSWORD: [password]

University of Chester
Parkgate Road Chester

UNIVERSITY OF CHESTER
STUDENT SCREENING (DBS) PROCEDURE

CH1 4BJ

DBScheck@chester.ac.uk

Tel: 01244 511610

Fax: 01244 392808

<http://www.chester.ac.uk/dbs>

<http://www.chester.ac.uk/dbs/how>

<http://www.chester.ac.uk/dbs/dates>

<http://www.chester.ac.uk/dbs/filtering>

Example of Instructions Available To DBS Applicants

Instructions are available on the website at <http://www.chester.ac.uk/dbs/how>. **APPLYING FOR CLEARANCE**

The DBS Disclosure Service allows organisations to make safer recruitment decisions by offering a means to check the background of applicants. These checks allow recruiters to ensure that applicants do not have a history that would make the applicant unsuitable for certain posts. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Education (DfE) of those considered unsuitable for this type of work. You will need to apply for an Enhanced Disclosure as the course you will undertake involves a degree of contact with children or vulnerable adults. This includes a check on local police records, where the Chief Officer may release additional information deemed relevant onto your Enhanced Disclosure. DBS is an executive non-departmental public body of the Home Office.

COMPLETING THE FORM A STEP BY STEP GUIDE

1. Log on to the University disclosure application website – <http://www.chester.ac.uk/disclosure>.
2. Enter your username and password as shown in your letter.
3. Ensure that you have the following to hand:
 - Details of **all** your addresses from the last **five** years including previous university term time or other temporary addresses.
 - Your ID documents for verification.
4. Carefully read the introduction screen.
5. Select 'New Application' from the links on the right.
6. You should provide details of your ID documents to prove your identity. You need to use and provide original documentation (no photocopies) to apply for the Disclosure; **you must bring these documents with you to the DBS session for checking.** Please check the list overleaf for acceptable documents.
7. Carefully read the document screen.
8. Select the appropriate documents that you will be able to provide to prove your identity. Remember you must bring these documents with you to the DBS session for checking. The system will advise you when you have enough documents.
9. Once you have selected the appropriate documents you should click the 'Proceed' button.
10. You will be asked to confirm your chosen documents.
11. Read the Statement of Fair processing and supporting Policy and Privacy documents. To view all the terms of the agreement use the scroll bar. If you agree to the terms then press the 'I Agree' button; if not press 'Cancel'. If you select 'Cancel' your application will not be processed.
12. Begin to enter your details. Note that the fields marked with an asterisk (*) are compulsory and must be completed
13. You must provide details of any other Forenames or Surnames that you have used including the dates. The application screen will help you do this.
14. Continue to enter your details on the form.
15. By entering your postcode you should be able to enter your address automatically from the pop up screen.
16. If you do not know your postcode you will be able to search for it by entering your address.
17. You must provide the month & year in which you moved to the given address. If you have lived at this address for less than 5 Years you will be requested to provide further addresses. You will not be able to continue with your application unless a full and continuous 5-year address has been supplied. You will be advised when you have supplied adequate address details.
18. You must provide a complete 5-year address history including any previous university term-time or other temporary addresses.
19. You should provide telephone contact details so that we can contact you if necessary.

20. Choose the relevant position or job title from the pull down menu. This title should include the Programme of Study that you have applied for at the University of Chester eg 'BED Degree Teacher Training' or 'PGCE Primary'.
21. Carefully input your ID document details. Remember you must bring these documents with you to the DBS signing session for checking.
22. Press the submit button to complete your application. You must now check and amend your application as necessary before making your final submission.
23. If you press cancel at any time you will need to complete your form again.

WHAT HAPPENS NEXT

- A deceleration form will printed by the University of Chester.
- You are expected to attend a DBS signing session.
- You **must** bring your ID documents to a signing session.
- Failure to attend a signing session may have serious implications and cause delays for your continued registration and placements.
- You must also bring a cheque for **£xx.xx** made payable to the University of Chester to the signing session.
- Once signed your DBS declaration your application will be sent to the DBS for processing
- You will receive a copy of the Disclosure Certificate from the DBS. You must keep this disclosure with you at all times on your placements in case you are requested to produce it.

LIST OF RELEVANT POSITIONS AND TITLES

- RELEVANT POSITION LISTED HERE

SIGNING SESSIONS

Once you have filled out the form on-line; you **must attend** a DBS Signing Session held at the University and you **must bring your documents** with you.

- DATES OF SIGNING SESSIONS HERE

Please note that it is imperative that you attend one of these sessions. Failure to do so may result in serious implications for your continued enrolment on the programme. This process **must** be completed before the commencement of your studies.

CRIMINAL CONVICTIONS INCLUDING CAUTIONS & REPRIMANDS

If you know that you do have a criminal record (including a caution, warning or reprimand) you should have recorded this on the Declaration Form. The form will have been given to you either at interview or sent to you with the DBS information. You should also provide a brief account outlining the circumstances of the incident and any mitigating circumstances that you feel may be relevant. This statement should be submitted in a sealed envelope at the signing session. Please rest assured that the University considers all cases fully and fairly, including your written account, before reaching a final decision.

FREQUENTLY ASKED QUESTIONS

- ? Why can't I use the 'back' button when filling out the form?
This is a security measure implemented by the system. It is to protect your information from being accessed or changed by anybody else, should you forget to logout. If you think you have forgotten something, continue to the end of the form and press 'submit'. The system will not allow you to submit an incomplete form and will redirect you to the appropriate section.
- ? What should I do if I exit the on-line application process before I have fully submitted my form?
Your username and password will remain active until your application is completed, however if for whatever reason you exit the application prematurely any data not saved will need to be reentered once you log in again.
- ? Can I challenge the information on my Disclosure if it is incorrect?
Yes. You need to contact the Disclosure Dispute Line on 0870 90 90 778 immediately and ask about dispute procedures. You should also contact the University of Chester to inform them which aspect of the Disclosure you are disputing.
- ? How long will my disclosure be valid?
Each disclosure will show the date it was printed. Generally, the older the disclosure, the less accurate and comprehensive it is likely to be. However, the disclosure should cover you for the duration of your programme.
- ? What if I already have a Disclosure from a previous employer / placement / programme?
Due to new guidance from the DBS we do **not** accept existing Disclosures from previous employers etc for entry to the programme. However, if you do have an existing disclosure we may accept it on a temporary basis pending clearance against your new application at our discretion.
- ? What if I have a criminal record?
This will not necessarily debar you from being admitted to your course of study at the University. However, any information contained on your Disclosure would require further consideration by the University and may result in you not being able to register. Please rest assured that the University considers all cases fully and fairly before reaching a final decision. For further details regarding how such cases are considered please contact the University.
- ? How much does the Enhanced Check for Regulated Activity cost?
There is no fee required at this stage of the Disclosure process. When you attend a DBS signing session a fee of **£xx.xx** will be payable.

Please ensure that you bring a cheque for **£xx.xx** made payable to the University of Chester

ACCEPTABLE DOCUMENTS FOR VERIFICATION PURPOSES

- Group 1
- ✔ Valid passport (any nationality)
 - ✔ UK or Isle of Man Driving Licence
 - ✔ Original UK Birth Certificate (issued within 12 months of the date of birth)
 - ✔ UK Adoption Certificate
 - ✔ Valid photo identity card (EU countries only)
 - ✔ UK Firearms licence.
- Group 2
- ✔ Marriage or Civil Partnership Certificate
 - ✔ Non-original UK birth certificate (issued after 12 months of date of birth)
 - ✔ P45/P60 statement**
 - ✔ Statement from a Bank; Building Society, Credit or Store Card or Mail Order Catalogue *
 - ✔ Utility Bill (electricity, gas, water, telephone - inc mobile phone contract/bill)*
 - ✔ Valid TV licence
 - ✔ Mortgage or Financial statement (e.g. pension, endowment, DBS)**
 - ✔ Valid insurance certificate**
 - ✔ Council Tax Certificate (UK)**
 - ✔ Certificate of British nationality
 - ✔ British work permit/vDBS**
 - ✔ Correspondence or a document from: a UK Central/ Local Government/ Government Agency/ Local Authority giving entitlement eg DWP, the Employment Service, Customs & Revenue, Job Centre or a Local Authority*
 - ✔ Valid vehicle registration document (V5 or V5C)
 - ✔ Court Claim Form (UK) **
 - ✔ Valid NHS Card or National Insurance number card
 - ✔ Addressed payslip*
 - ✔ Exam certificate (e.g. GCSE, NVQ)
 - ✔ Benefit Statement (Child or Pension)**
 - ✔ Connexions Card
 - ✔ Asylum Registration Card
 - ✔ DBS Disclosure Certificate**
 - ✔ Letter from Head Teacher*
- * Documentation should be less than three months old
** Issued within past 12 months

CORRECT AT THE TIME OF WRITING

PLEASE NOTE:

The Disclosure application online process must be completed as soon as possible. Failure to complete the process will delay your enrolment and may have serious consequences for your continued registration and studies at the University of Chester.

You must bring your chosen ID documents with you to the DBS signing session for checking and verification.

Your guarantee of a place at the University of Chester remains provisional pending receipt of a satisfactory DBS clearance through the University. This condition remains in place irrespective of whether you have enrolled or commenced studies. The University may terminate studies if information comes to light that may have a bearing on your suitability to work with Children or Vulnerable Adults.

CONTACT DETAILS

Contacts details here

Example of Criminal Convictions Declaration Form

The most recent version is held on the website at <https://www.chester.ac.uk/sites/files/chester/Good-Conduct-Form-Sept2017.pdf>

GOOD CONDUCT DECLARATION FORM



University of
Chester

SURNAME: _____	CURRENT ADDRESS: _____
FORENAMES: _____	_____
DATE OF BIRTH: _____	_____
PROPOSED COURSE: _____	POSTCODE: _____
ENTRY DATE: _____	TEL. NO.: _____
EMAIL ADDRESS: _____	STUD No: _____

DECLARATION: Please read the guidance notes before answering the declaration and tick the appropriate statement

- | | | |
|--|--------------------------|--------------------------|
| a. Do you have any convictions, cautions, reprimands or Final warnings that are not " <u>protected</u> " as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |
| b. Have you ever been, barred, excluded, prohibited or prevented from working with Children or Vulnerable Adults in the course of any employment, <u>regulated activity</u> , as defined by the Safeguarding Vulnerable Groups Act 2006, whether paid or unpaid? | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |
| c. Have you ever been suspended from any professional practice, or subject to any suspension order by any local authority, professional body, inspectorate or similar licensing/registration authority, which may reasonably be regarded as preventing you from working with children or vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |
| d. Have you ever been subject to or is there any current disciplinary employment finding against you and/or are you currently the subject of an employer's disciplinary investigation? | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |
| e. Do you know of any reason or circumstances that would prevent you from working with Children or Vulnerable Adults in any <u>regulated activity</u> , including any prohibition by the Secretary of State for Education and/or disqualification under the <u>Childcare (Disqualification) Regulations 2009</u> or is there any other information the University should know about which may have a bearing upon your suitability to register, study or work with the vulnerable? | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |

If you answered YES to any of the above, please supply full details, including if appropriate details of the offence with the date, name of court or constabulary, sentence, outcome, charge and any other relevant information including the circumstances of the conviction and/or suspension on a separate sheet and attach it to this form.

- | | | |
|---|--------------------------|--------------------------|
| f. Have you, during the past five years, spent any time living or working overseas? (Note: You should indicate 'YES' if you spent anytime residing overseas on either a permanent, semi-permanent or temporary basis e.g. through work, an overseas placement or as a foreign national. Time spent overseas as part of an annual holiday should not be regarded as residing overseas for these purposes.) | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO |

If you answered YES to the above, please provide a detailed list of the dates and countries where you resided overseas. You must also provide a certificate of good conduct from the relevant agency for each overseas country in which you resided.

I CERTIFY AND AGREE THAT:

- All of the information I have provided on this form is complete and correct to the best of my knowledge and belief and I have not withheld any information that may affect my application for study. I understand that false information or omissions will constitute a disciplinary offence and misconduct which may lead to my application being rejected and subsequent removal from the programme of study.
- I understand that the University may contact me about the information in my application and seek further information from any relevant authority, police force, court or other relevant agency as necessary.
- The University may undertake any other checks, including checks from overseas and with the Department for Education and National College for Teaching and Leadership, which it believes to be necessary to judge my suitability for entry, continued study on the programme or registration.
- I agree to tell the University as soon as reasonably practical about any changes to my personal details or the information I have provided above and that failure to do so may be regarded as misconduct.
- I understand that the University will investigate allegations of misconduct against me that could call into question my continued study on the programme or registration.
- I understand and agree that completion of this form does not replace the need to apply a Disclosure and Barring Service (DBS) Disclosure Certificate through the University or conviction checks from overseas as necessary and that the University offer of a place will remain conditional upon successful application and presentation of a satisfactory DBS Disclosure and other required suitability checks through the University including any necessary conviction checks from overseas.
- I understand that I am strongly advised to subscribe to the DBS updating service of my DBS Disclosure and that I give consent for the University to undertake an on-line check of my DBS disclosure as necessary.
- I understand and agree that once I have received a DBS certificate that I may be asked to provide my certificate for verification purposes.
- I have read the Data Protection Statement overleaf and consent to the processing of my personal data as described.

Signature: **x**

Date:

Please bring this completed form with you to the DBS signing session, dates of which are available from <http://www.chester.ac.uk/dbs/dates>.

GUIDANCE NOTES FOR GOOD CONDUCT DECLARATION FORM

Please read this carefully

1. Any reference to the 'University' refers to the University of Chester. The term 'vulnerable' includes Children and Vulnerable Adults as defined by the Safeguarding Vulnerable Groups Act 2006 as amended and in force from time to time.
2. If you need help or advice in completing this form, please contact Matthew Palmer in Legal Services at the University of Chester (DBScheck@chester.ac.uk).
3. Every candidate who is offered a place for study must complete this form whether they have any form of previous conviction or not.
4. The information requested will be kept separate from the application form to protect confidentiality.
5. You should complete this Good Conduct Form and bring it with you to the DBS signing session:
<http://www.chester.ac.uk/dbs/dates>.
6. The Institutional Compliance Officer or appropriate programme leader will contact you if they require any further information. Details will not be shown to the Interview Panel.
7. Any programme of study that contains a placement whereby students come into contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974, as a student enrolling for such a programme you **MUST** declare all cautions, bind-overs, reprimands, convictions that are not "**protected**" or any other relevant information that may prevent you from working with Children or Vulnerable Adults in any regulated activity before commencing training. <http://www.chester.ac.uk/dbs/filtering>.
8. You must also declare any relevant disqualifications under the [Childcare \(Disqualification\) Regulations 2009](#) including Disqualification 'by Association'. This includes living in the same household where another person who is disqualified lives or is employed as specified in regulation 9 of the 2009 Regulations.
9. Failure to declare relevant disqualifications or convictions that are not 'protected' or filtered may result in the offer of a place or continued study at Chester being withdrawn. [Protected convictions](#) for non-custodial sentences may not appear on your DBS certificate. Please see our website www.chester.ac.uk/dbs/filtering for more details on these exceptions. If you are unsure if this applies to you, contact us for more information.
10. **All offers of a place at the University of Chester remains provisional pending a receipt of a satisfactory DBS including any necessary conviction checks from overseas, occupational health clearance and any other**

programme specific statutorily required safeguarding checks through the University. These conditions remain in place irrespective of whether you have enrolled or commenced studies. The University may withdraw the offer of a place, or terminate studies, if information comes to light that may have a bearing on your suitability to work with Children or Vulnerable Adults or you fail to meet the necessary suitability requirements for admission.

Candidates who have previously been convicted of a criminal offence.

1. Any details that you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other programme of study.
2. Under the Exceptions Order 1975 if you have applied for a programme that involves working with children or vulnerable adults this means that you are not entitled to withhold information on a criminal conviction on the grounds that it is “spent” or forgotten under the Rehabilitation of Offenders Act 1974. You must provide the information as requested overleaf. Convictions within the armed services, or outwith the United Kingdom, disciplinary action by professional or regulatory bodies and any relevant disqualifications under the [Childcare \(Disqualification\) Regulations 2009](#) including Disqualification ‘by Association’ must also be included.

Data Protection Statement

1. The information which you provide on this form will be used by the University in the decision making process which will include a criminal records disclosure, and any other checks (including criminal checks from overseas as necessary) as to your suitability to work with the vulnerable as necessary.
2. Subject to the Data Protection Act 1998 principles and other relevant legislation information supplied on this form and contained on your DBS disclosure or other checks, may be shared with other relevant professional, statutory and regulatory bodies or any other persons deemed necessary by the University to assess your suitability for registration and training.
3. If you are offered a place on the programme of study, this form is held until such time as the University of Chester receives a DBS Disclosure Certificate (and where necessary overseas check) and may be held for the duration of your studies. In line with the DBS Code of Practice for Registered Bodies copies of DBS Disclosures and overseas checks may not be returned to applicants and will be destroyed no later than six months following the recruitment decision. If you are unsuccessful, the form will be retained in a sealed envelope and will be destroyed no later than six months following the start of the academic year for which you applied.

Screenshot of Annual Health and Conduct Declaration (Online Enrolment) (Discontinued).

[View Help](#)**Disclosure Barring Service Good Conduct**

- Have you received any, or are there any pending, convictions of any criminal offence including motoring offences (not fixed penalty traffic offences and parking fines) during the last year? Or
- have you been subject to a bar, partial bar, warning or other action (including investigation) by the Secretary of State or the Disclosure and Barring service during the last year? Or
- have you been subject to any, or are there any pending, disciplinary investigations or sanctions either by a professional or regulatory body or any employer during the last year? Or
- is there any other reason that may prevent you from working with, or have a bearing upon your suitability to work with, children or vulnerable adults or your continued registration on the programme of study? Or
- is there any other information regarding your conduct that you wish to disclose to the University for consideration?

Additionally for students undertaking Teacher Training programmes, BA Early Childhood Studies or any individual students, on other programmes, undertaking training or placements in any early years settings or with children up to the age of 8, including nursery and reception classes: have you received any relevant disqualifications under the Childcare (Disqualification) Regulations 2009 including Disqualification 'by Association'? This includes living in the same household where another person who is disqualified lives or is employed as specified in regulation 9 of the 2009 Regulations.

 Disclosure Barring Service Good Health

- Have you consulted any medical, clinical or health professional, including your GP, during the last year? Or
- are you currently under any medical treatment or observation (including alcohol/drug related issues) that you have not previously declared? Or
- have you during the last year been assessed as having a specific learning difficulty for which you would require reasonable adjustments? Or
- have you during the last year developed any condition, including a disability as defined by the Disability Discrimination Act, or other physical or mental impairment, which could reasonably be assumed to have a substantial or long term adverse effect on your ability to carry out normal day to day activities? Or
- is there any other information regarding your health that you wish to disclose to the University for consideration?

Annual Confirmation of Good Conduct and Good Health

This form will be issued to all students and trainees registered on programmes of study that require a DBS/CRB check and/or medical declaration for entry to the programme. Students are advised to read the notes of guidance overleaf before completing the form.

SURNAME:	STUDENT No:	
FORENAMES:	PROGRAMME OF STUDY:	
DATE OF BIRTH:	COHORT / DATE OF ENTRY:	
DISCLOSURE No.:	LEVEL/YEAR:	
	DATE OF DISCLOSURE:	

Good Conduct

a. I confirm that since completing the Disclosure & Barring Service check at entry to the programme of study at University of Chester I have no further criminal convictions, bind overs, cautions or other findings or orders of a criminal nature and I remain of good character.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. I confirm that I am not, nor have I ever been, barred, excluded, prohibited or prevented from working with Children or Vulnerable Adults in the course of any employment or regulated activity, whether paid or unpaid and that I have not been prohibited by the Secretary of State for Education from working with Children and that I am not disqualified under the Childcare (Disqualification) Regulations 2009, including by association.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. I confirm that I have never been suspended from any professional practice, nor subject to any suspension order by any local authority, professional body, inspectorate or similar licensing/registration authority, which may reasonably be regarded as preventing me from working with children or vulnerable adults.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. I confirm that I know of no reason or circumstances that would prevent me from continuing my programme of study, undertaking regulated activity or working with Children or Vulnerable Adults.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. I confirm that I undertake to notify the Dean of Faculty (or nominee) should any incident occur that may reasonably be regarded as preventing me from working with children or vulnerable adults during the remainder of my training and/or programme of study.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. I confirm that I agree to the University of Chester requesting a further enhanced DBS/CRB check if the University considers necessary and that I will be liable for the cost of the check.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Good Health

g. I confirm that my health is sufficiently good to enable me to work or practice safely and/or effectively with children or vulnerable adults during the remainder of my training and/or programme of study.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
h. I confirm that since my entry to the programme of study at University of Chester there has been no change to my medical and/or health status that would call into question my ability to work or practice safely or effectively with children or vulnerable adults.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
i. I confirm that I undertake to notify the Dean of Faculty (or nominee) should any change in my medical or health status occur that may reasonably be regarded as affecting my ability to work or practice safely or effectively with children or vulnerable adults during the remainder of my training and/or programme of study. I accept that such notification may result in me being referred to the University Occupational Health Unit or similar medical / health practitioner.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
j. I confirm that I agree to the University of Chester requesting further medical or health checks, should the University consider it necessary and that I will be liable for the cost of the check.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

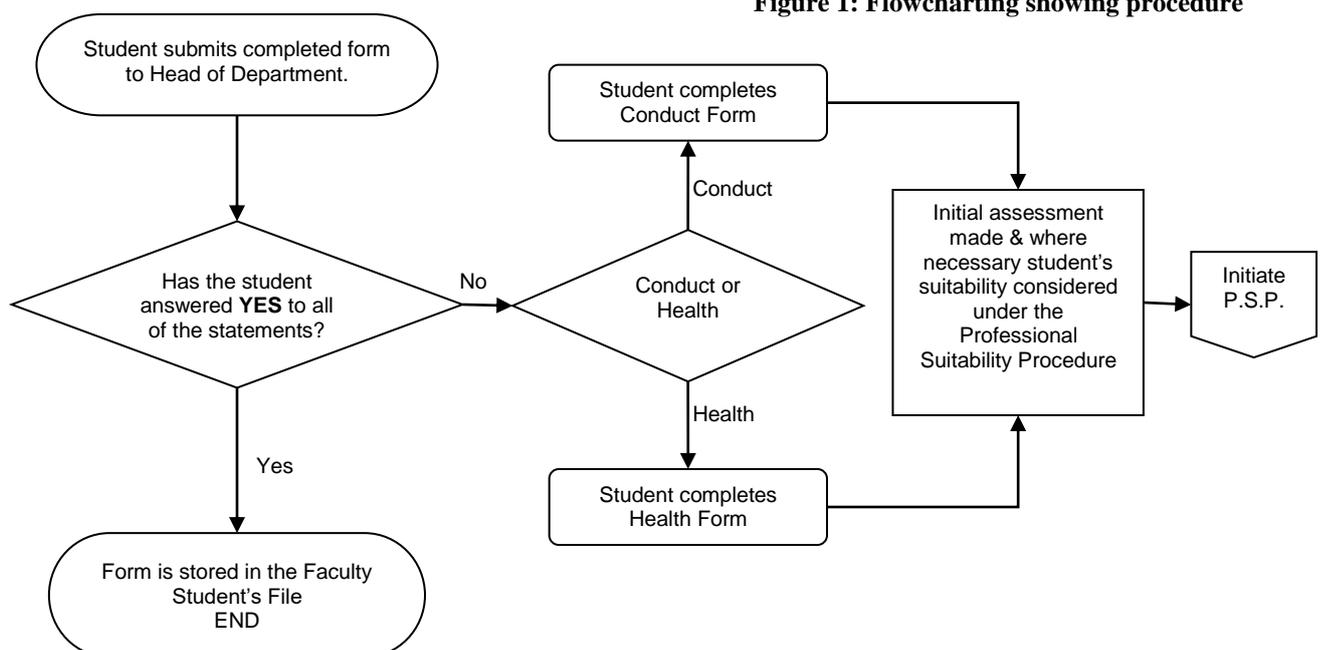
General

k. I confirm that I understand that continued registration on the programme of study is dependent on fulfilling the above requirements and that failure to comply with these requirements would be addressed as a disciplinary or suitability issue in line with University policies and procedures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
l. I confirm that I have read and understood the Guidance Notes overleaf and have not withheld any information that may affect my continued study.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed:		
Date:		

Notes of Guidance for Completion of the Annual Confirmation of Good Conduct and Good Health

1. Please read this information carefully before signing the declaration.
2. The questionnaire overleaf is an annual update to the original medical declaration, criminal convictions declaration and DBS disclosure that was made at the start of the Programme. The form is designed to allow students who are enrolled on programmes of study that either require, or lead to, registration with a professional or regulatory body to notify the University on an annual basis if their status has changed since initial enrolment or since their previous annual declaration.
3. Students should not re-declare any information previously disclosed either at initial disclosure at enrolment or through previous annual declarations.
4. This form is to be completed at the start of each academic year.
5. Students who fail to complete this form will be regarded as intending to discontinue their chosen Programme of Study for the academic session and may be referred to the University's Professional Suitability Procedure (P.S.P.).
6. Upon completion this signed confirmation should be submitted to the Head of Department via the relevant Departmental/Faculty Office.
7. Where a student has answered "Yes" to each statement this form will be retained in the student file in the Departmental/Faculty Office.
8. Where a student has indicated that they are **not** able to confirm each statement, the student will be required to complete either Supplementary Health Form or Supplementary Conduct Form and following an initial assessment by the Head of Department may be referred to the Professional Suitability Procedure. Information provided on the relevant supplementary form will be used as part of the Professional Suitability Procedure. In line with the Professional Suitability Procedures students who have disclosed matters may also be required to attend an interview with a relevant representative from the Faculty and/or the Office of the Dean of Students.
9. Where the matter relates to an issue of Health the student will be required to present for assessment by the University's Occupational Health Unit and/or any other appropriate relevant medical, clinical or psychiatric professional.
10. Where the matter relates to an issue of conduct the University may require the student to apply for a further DBS check and refer the matter to the relevant Professional, Regulatory or Statutory Body, including the Disclosure and Barring Service, for a decision regarding the student's continuing registration.
11. The student will be liable for any costs incurred resulting from either a medical assessment or the requirement to provide a new DBS check.

Figure 1: Flowcharting showing procedure



Declaration of Changes to Good Conduct

This form should be completed if you have declared a change to your conviction or conduct status within the annual confirmation of good conduct and good health.

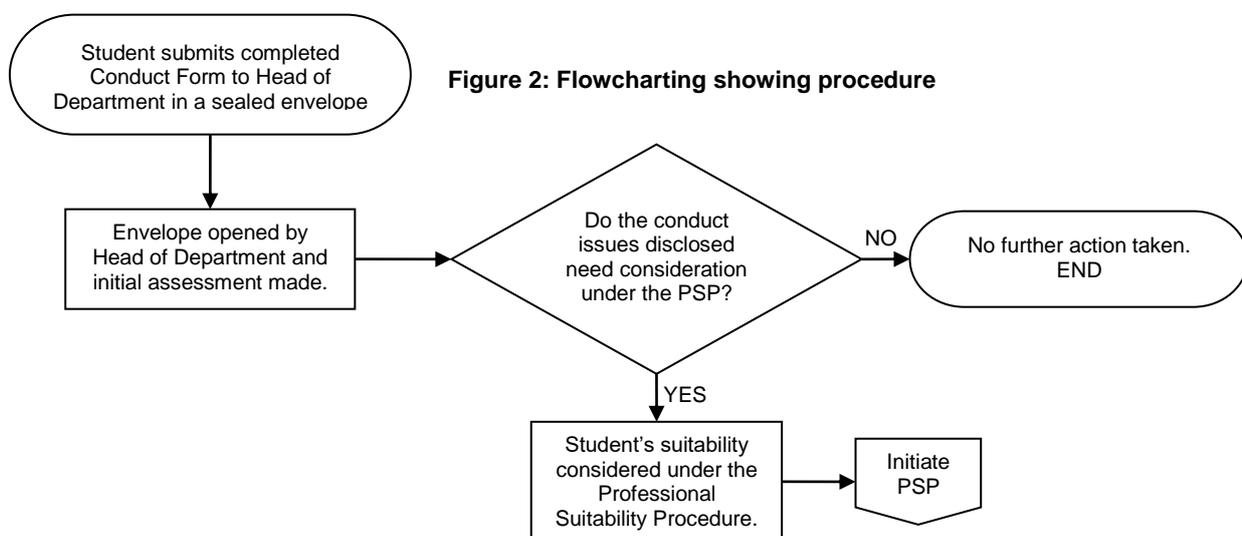
SURNAME:		STUDENT No:	
FORENAMES:		PROGRAMME OF STUDY:	
		COHORT / DATE OF ENTRY:	
DATE OF BIRTH:		LEVEL/YEAR:	
DISCLOSURE No.:		EMAIL ADDRESS:

a. Have you received any, or are there any pending, convictions of any criminal offence including motoring offences (not fixed penalty traffic offences and parking fines) during the last year? If 'Yes' please give the further details including the nature of the offence and the sentence and date received: <i>Continue on a separate sheet if necessary.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Have you been subject to a bar, partial bar, warning or other action (including investigation) by the Secretary of State for Education during the last year?: If 'Yes' please give the further details: <i>Continue on a separate sheet if necessary.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Have you been subject to any, or are there any pending, disciplinary investigations or sanctions either by a professional or regulatory body or any employer during the last year?: If 'Yes' please give the further details: <i>Continue on a separate sheet if necessary.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Is there any other reason that may prevent you from working with, or have a bearing upon your suitability to work with, children or vulnerable adults or your continued registration on the programme of study including any including any prohibition by the Secretary of State for Education and/or disqualification under the Childcare (Disqualification) Regulations 2009 Or is there any other information you wish to disclose to the University for consideration? <i>Continue on a separate sheet if necessary.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Please indicate the number of additional sheets that you have attached to this form:		
f. I confirm that I have read and understand the Guidance Notes overleaf and have not withheld any information that may affect my continued study.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed: _____ **Date:** _____

Notes of Guidance for Completion of the Declaration of Changes to Good Conduct

12. Please read this information carefully before signing the declaration.
13. This form is designed to allow students who are enrolled on programmes of study that either require, or lead to, registration with a professional or regulatory body (DfE, NCTL, NMC, HCPC) to declare to the University on if their conviction or conduct status has changed since initial enrolment or since their previous annual declaration or since their previous annual declaration.
14. Students should not re-declare any information previously disclosed either at initial disclosure at enrolment or through previous annual declarations.
15. This form is to be completed where a student has indicated a change in conviction or conduct status on the Annual Confirmation of Good Conduct and Good Health at the start of each academic year.
16. Information disclosed on this form is regarded as sensitive personal data under the Data Protection Act 1998 and will be held and processed in accordance with the principles of the Act. Students who disclose such information and sign the form will be giving explicit consent for the University to process the data for the purposes of the assessing professional suitability through the Professional Suitability Procedure and implementing necessary measures as described in that procedure including the disclosure of such information to a relevant professional or regulatory body as required by that body.
17. Students who are required to complete this form and fail to do so be regarded as intending to discontinue registration and enrolment on their chosen Programme of Study for the academic session and may be referred to the University's Professional Suitability Procedure.
18. Upon completion this signed declaration should be placed in a sealed envelope and be submitted to the Head of Department via the relevant Departmental/Faculty Office.
19. Upon receipt of the form the Head of Department will make an initial assessment as to whether the disclosed information would need further consideration under the Professional Suitability Procedure.
20. Where in the opinion of the Head of Department the disclosed information does not warrant further investigation or action under the Professional Suitability Procedure no further action will be taken.
21. Information disclosed on this form may be used as part of the Professional Suitability Procedure. Students may also be required to attend an interview with a relevant representative from the Faculty and/or the Office of the Dean of Students.
22. Students referred to the Professional Suitability Procedure may also be required to apply for a DBS enhanced disclosure.
23. Where students disclose any conviction relating to issues surrounding or resulting from alcohol or drug use/abuse they may also be required to present for assessment by the University's Occupational Health Unit and/or any other appropriate relevant medical, clinical or psychiatric professional for which the student will be liable for the cost



Declaration of Changes to Good Health

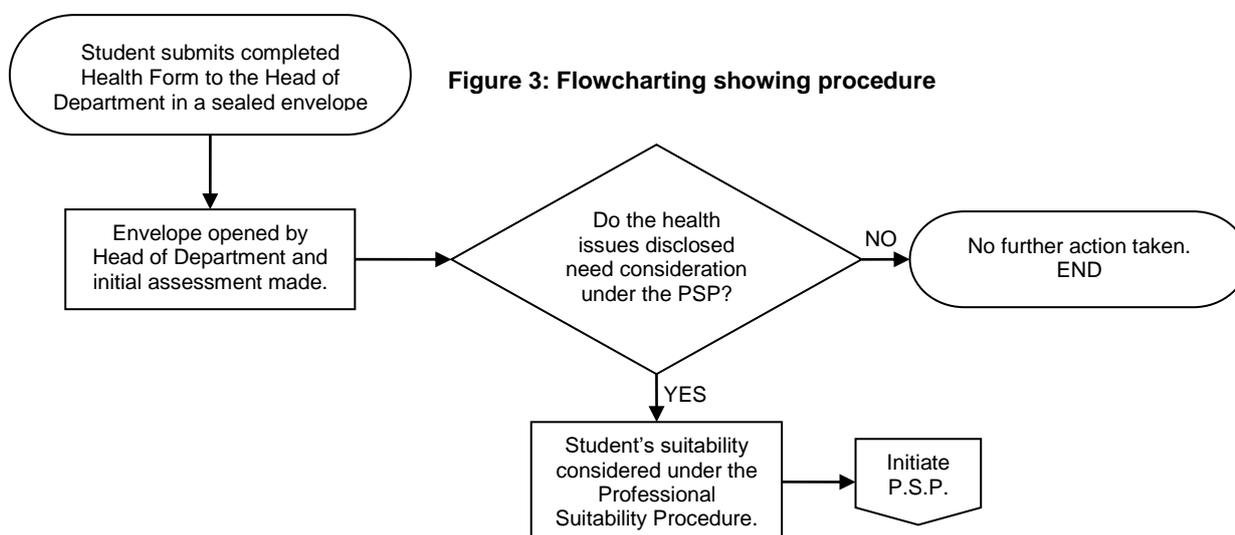
This form should be completed if you have declared a change of health circumstances within the Annual Confirmation of Good Conduct and Good Health

SURNAME:		STUDENT NO:	
FORENAMES:		PROGRAMME OF STUDY:	
		COHORT / DATE OF ENTRY:	
DATE OF BIRTH:		LEVEL/YEAR:	
DISCLOSURE No.:		EMAIL ADDRESS:

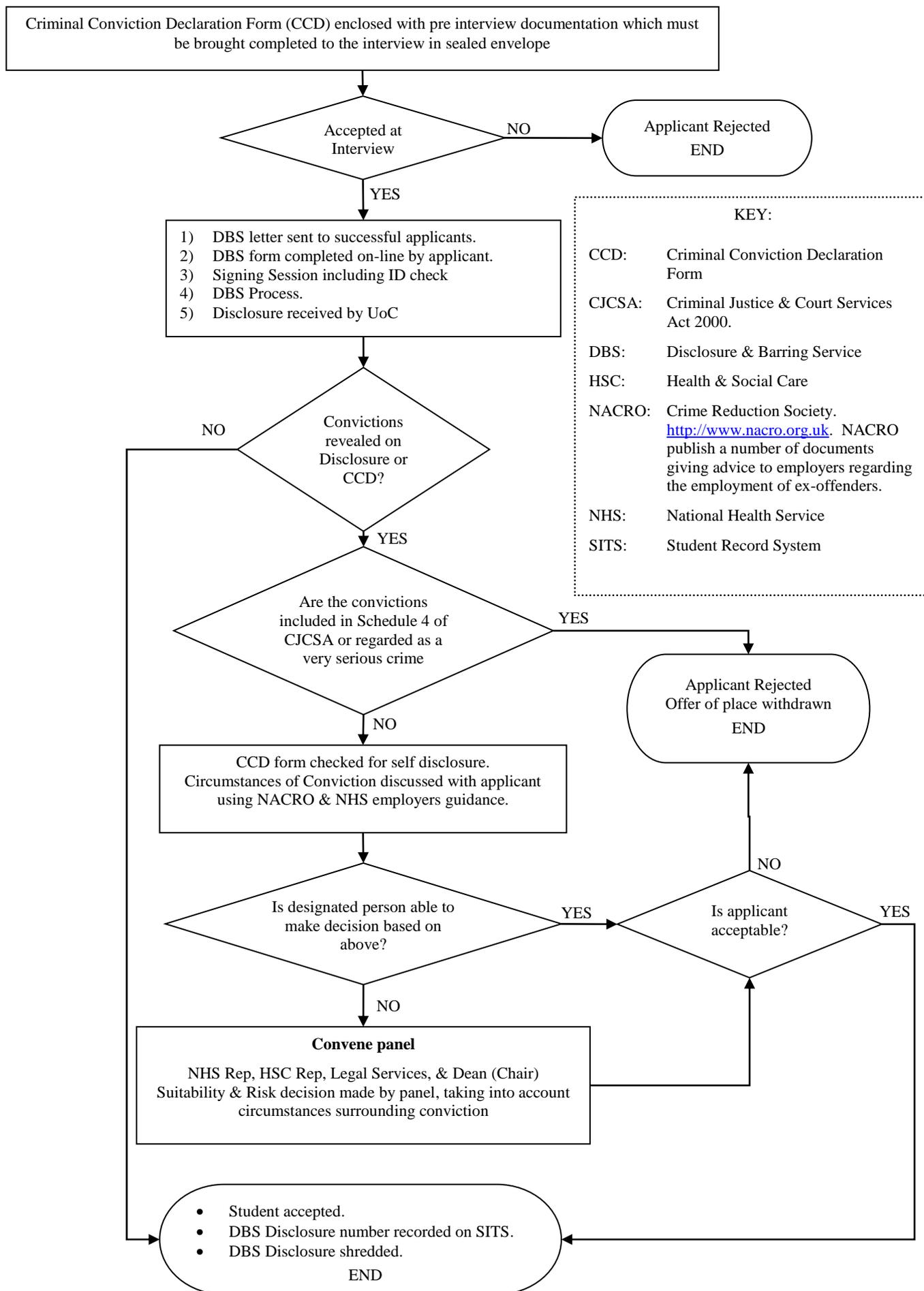
g. Have you consulted any medical, clinical or health professional, including your GP, during the last year? If 'Yes' please give the following details: Continue on a separate sheet if necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Nature of the Illness</th> <th style="width: 15%;">Start date of Illness:</th> <th style="width: 15%;">End date of Illness:</th> <th style="width: 10%;">Days absent:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Nature of the Illness	Start date of Illness:	End date of Illness:	Days absent:																		
Nature of the Illness	Start date of Illness:	End date of Illness:	Days absent:																			
h. Are you currently under any medical treatment or observation (including alcohol/drug related issues) that you have not previously declared? If 'Yes' please give the appropriate details below: Continue on a separate sheet if necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
i. Have you during the last year been assessed as having a specific learning difficulty for which you would require reasonable adjustments? If 'Yes' please give the appropriate details below: Continue on a separate sheet if necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
j. Have you during the last year developed any condition, including a disability as defined by the Disability Discrimination Act, or other physical or mental impairment, which could reasonably be assumed to have a substantial or long term adverse effect on your ability to carry out normal day to day activities? If 'Yes' please give the appropriate details below: Continue on a separate sheet if necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
Please indicate the number of additional sheets that you have attached to this form:																						
k. I confirm that I have read and understand the Guidance Notes overleaf and have not withheld any information that may affect my continued study.	Yes <input type="checkbox"/>	No <input type="checkbox"/>																				
Signed: _____ Date: _____																						

Notes of Guidance for Completion of the Declaration of Changes to Good Health

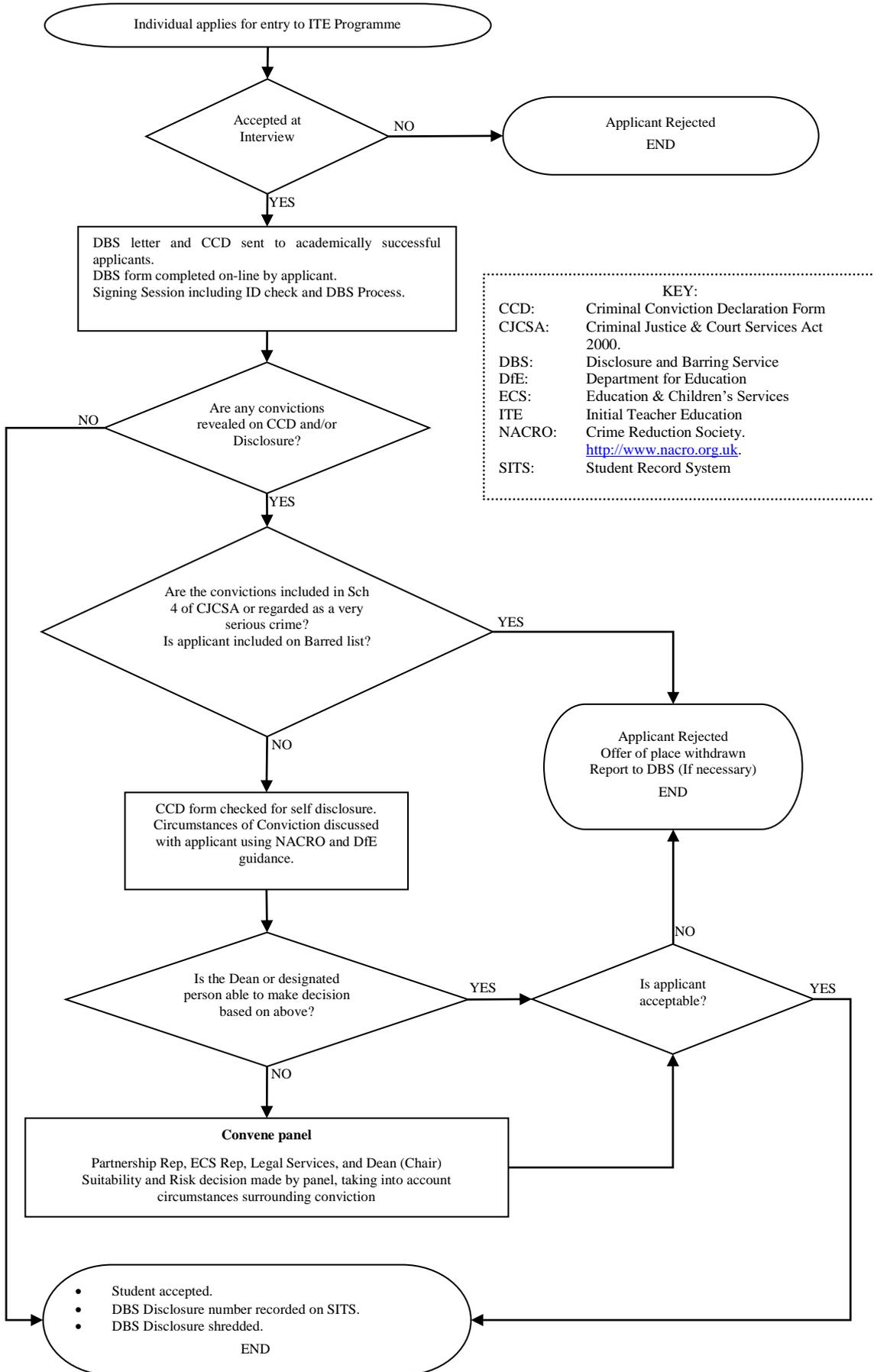
24. Please read this information carefully before signing the declaration.
25. This form is designed to allow students who are enrolled on programmes of study that either require, or lead to, registration with a professional or regulatory body to declare to the University on an annual basis if their health or medical status has changed since initial enrolment or since their previous annual declaration.
26. Students should not re-declare any information previously disclosed either at initial disclosure at enrolment or through previous annual declarations.
27. This form is to be completed where a student has indicated a change in medical status on the Annual Confirmation of Good Conduct and Good Health at the start of each academic year.
28. Information disclosed on this form is regarded as sensitive personal data under the Data Protection Act 1998 and will be held and processed in accordance with the principles of the Act. Students who disclose such information and sign the form will be giving explicit consent for the University to process the data for the purposes of the assessing professional suitability through the Professional Suitability Procedure (P.S.P.) and implementing necessary measures as described in that procedure including the provision of reasonable adjustments under the Disability Discrimination Act.
29. Students who are required to complete this form and fail to do so will be regarded as intending to discontinue registration and enrolment on their chosen Programme of Study for the academic session and may be referred to the University's Professional Suitability Procedure.
30. Upon completion this signed declaration should be placed in a sealed envelope and be submitted to the Head of Department via the relevant Departmental/Faculty Office.
31. Upon receipt of the form the Head of Department will make an initial assessment as to whether the disclosed information would need further consideration under the Professional Suitability Procedure. In order to make this initial assessment the Head of Department may seek further advice from the University Occupational Health Unit as necessary.
32. Where in the opinion of the Head of Department the disclosed information does not warrant further investigation or action under the Professional Suitability Procedure no further action will be taken.
33. Information disclosed on this form may be used as part of the Professional Suitability Procedure. Students may also be required to attend an interview with a relevant representative from the Faculty and/or the Office of the Dean of Students.
34. Students referred to the Professional Suitability Procedure will also be required to present for assessment by the University's Occupational Health Unit and/or any other appropriate relevant medical, clinical or psychiatric professional for which the student will be liable for the cost.
35. In general, ailments and injuries that may reasonably be regarded as minor or temporary (eg coughs, colds and other short term illnesses) do not need to be disclosed on this form. However, absences from placements due to such illnesses should have been disclosed at the time and the Faculty procedures relating to absences followed. Whilst isolated incidents will not be considered under this or the Professional Suitability Procedure, students who suffer from continual, prolonged or frequent absences due to 'minor ailments', including unexplained absences, may be considered under the Professional Suitability Procedure.



**Process for Managing Enhanced Check for Regulated Activity during the Admissions Process.
Faculty of Health & Social Care**



Faculty of Education & Children's Services



DBS Filtering of Convictions and Cautions

Further Information may be obtained from <http://www.chester.ac.uk/dbs/filtering>

On the 29 May 2013 new legislation came into force that allows for certain old and minor cautions and convictions to no longer be subject to disclosure under the Exceptions Order.

Under the filtering rules applicants will no longer need to declare certain convictions or cautions irrespective of whether the applicant is intending to engage in Regulated Activity. Therefore, the University will not be able to take certain old and minor cautions and convictions into account when making decisions about any individual.

However, all cautions and convictions for specified serious violent and sexual offences and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence will remain subject to disclosure.

I have a Conviction do I have to declare it and will it be filtered?

The DBS filtering rules state if you were 18 or over at the time of the offence the adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- it is your only offence, and
- it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate and MUST always be declared.

If you have more than one offence, resulting in a conviction, then you must declare all of these convictions as the details of all your convictions will always be included.

If you were under 18 at the time of the offence the same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

I have more than one conviction do I have to declare these and will these be filtered?

The DBS filtering rules state that A conviction will only be filtered if it is your only offence. You will need to declare all convictions if you have more than one.

I have a Caution will this be filtered?

The DBS filtering rules state If you were 18 or over at the time of the offence. The adult caution will be removed from a DBS certificate if 6 years have elapsed since the date of the caution. Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate and MUST always be declared.

If you have more than one caution, then you must declare all cautions for which 6 years have not elapsed. You must always declare any cautions resulting from a convictions which appear on the list of offences which will never be removed from a certificate and MUST always be declared. If you were under 18 at the time of the offence the same rules apply as for adult cautions, except that the elapsed time period is 2 years.

I have more than one caution do I have to declare these and will these be filtered?

A caution will only be filtered once 6 (2) years have elapsed since the date of the caution and it does not appear on the list of offences which will never be removed from a certificate and MUST always be declared. You will need to declare all cautions for which 6 (2) years have not elapsed.

I committed an offence over 6 years ago which resulted in a custodial sentence. Do I have to declare this conviction and will it be filtered?

The DBS filtering rules state that a conviction will only be filtered if it is not on the list of offences which will never be removed from a certificate and MUST always be declared and did not result in a custodial sentence. You will need to declare all convictions that result in a custodial sentence.

Which offences will never be filtered?

There are over 1000 offences that will never be filtered. A full list of these offences can be found at the following website: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Where can I get further information?

Further information may be obtained from the DBS Filtering Guidelines or by contacting the University.

CRIMINAL JUSTICE & COURT SERVICES ACT 2000
SCHEDULE 4 OFFENCES

PART II
Protection of Children
Disqualification orders

Meaning of "offence against a child".

26. - (1) For the purposes of this Part, an individual commits an offence against a child if-
- a) he commits any offence mentioned in paragraph 1 of Schedule 4,
 - b) he commits against a child any offence mentioned in paragraph 2 of that Schedule, or
 - c) he falls within paragraph 3 of that Schedule,
- and references to being convicted of, or charged with, an offence against a child are to be read accordingly.
- (2) The Secretary of State may by order amend Schedule 4 so as to add, modify or omit any entry.

CJCSA Schedule 4
Meaning of 'Offence Against A Child'

1. The offences mentioned in paragraph (a) of subsection (1) of section 26 are-
 - a) an offence under section 1 of the Children and Young Persons Act 1933 (cruelty to children),
 - b) an offence under section 1 of the Infanticide Act 1938 (infanticide),
 - c) an offence under section 5 of the Sexual Offences Act 1956 (intercourse with a girl under 13),
 - d) an offence under section 6 of that Act (intercourse with a girl under 16),
 - e) an offence under section 19 or 20 of that Act (abduction of girl under 18 or 16),
 - f) an offence under section 25 or 26 of that Act (permitting girl under 13, or between 13 and 16, to use premises for intercourse),
 - g) an offence under section 28 of that Act (causing or encouraging prostitution of, intercourse with or indecent assault on, girl under 16),
 - h) an offence under section 1 of the Indecency with Children Act 1960 (indecent conduct towards young child),
 - i) an offence under section 54 of the Criminal Law Act 1977 (inciting girl under sixteen to incest),
 - j) an offence under section 1 of the Protection of Children Act 1978 (indecent photographs of children),
 - k) an offence under section 1 of the Child Abduction Act 1984 (abduction of child by parent),
 - l) an offence under section 160 of the Criminal Justice Act 1988 (possession of indecent photograph of child),
 - m) an offence under section 3 of the Sexual Offences (Amendment) Act 2000 (abuse of trust).

2. The offences mentioned in paragraph (b) of that subsection are-
 - a) murder,
 - b) manslaughter,
 - c) kidnapping,
 - d) false imprisonment,
 - e) an offence under section 18 or 20 of the Offences against the Person Act 1861 (wounding and causing grievous bodily harm),
 - f) an offence under section 47 of that Act (assault occasioning actual bodily harm),
 - g) an offence under section 1 of the Sexual Offences Act 1956 (rape),
 - h) an offence under section 2 or 3 of that Act (procurement of woman by threats or false pretences),
 - i) an offence under section 4 of that Act (administering drugs to obtain or facilitate intercourse),
 - j) an offence under section 14 or 15 of that Act (indecent assault),
 - k) an offence under section 16 of that Act (assault with intent to commit buggery),
 - l) an offence under section 17 of that Act (abduction of woman by force or for the sake of her property),
 - m) an offence under section 24 of that Act (detention of woman in brothel or other premises).

3. A person falls within this paragraph if-

- a) he commits an offence under section 16 of the Offences against the Person Act 1861 (threats to kill) by making a threat to kill a child,
- b) he commits an offence under section 7 of the Sexual Offences Act 1956 (intercourse with defective) by having sexual intercourse with a child,
- c) he commits an offence under section 9 of that Act (procurement of defective) by procuring a child to have sexual intercourse,
- d) he commits an offence under section 10 of that Act (incest by a man) by having sexual intercourse with a child,
- e) she commits an offence under section 11 of that Act (incest by a woman) by allowing a child to have sexual intercourse with her,
- f) he commits an offence under section 12 of that Act by committing buggery with a child under the age of 16,
- g) he commits an offence under section 13 of that Act by committing an act of gross indecency with a child,
- h) he commits an offence under section 21 of that Act (abduction of defective from parent or guardian) by taking a child out of the possession of her parent or guardian,
- i) he commits an offence under section 22 of that Act (causing prostitution of women) in relation to a child,
- j) he commits an offence under section 23 of that Act (procuration of girl under 21) by procuring a child to have sexual intercourse with a third person,
- k) he commits an offence under section 27 of that Act (permitting defective to use premises for intercourse) by inducing or suffering a child to resort to or be on premises for the purpose of having sexual intercourse,
- l) he commits an offence under section 29 of that Act (causing or encouraging prostitution of defective) by causing or encouraging the prostitution of a child,
- m) he commits an offence under section 30 of that Act (man living on earnings of prostitution) in a case where the prostitute is a child,
- n) she commits an offence under section 31 of that Act (woman exercising control over prostitute) in a case where the prostitute is a child,
- o) he commits an offence under section 128 of the Mental Health Act 1959 (sexual intercourse with patients) by having sexual intercourse with a child,
- p) he commits an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts) by-
 - i. procuring a child to commit an act of buggery with any person, or
 - ii. procuring any person to commit an act of buggery with a child,
- q) he commits an offence under section 5 of that Act (living on earnings of male prostitution) by living wholly or in part on the earnings of prostitution of a child,
- r) he commits an offence under section 9(1)(a) of the Theft Act 1968 (burglary), by entering a building or part of a building with intent to rape a child,
- s) he commits an offence under section 4(3) of the Misuse of Drugs Act 1971 by-
 - i. supplying or offering to supply a Class A drug to a child,
 - ii. being concerned in the supplying of such a drug to a child, or
 - iii. being concerned in the making to a child of an offer to supply such a drug,
- t) he commits an offence of-
 - i. aiding, abetting, counselling, procuring or inciting the commission of an offence against a child, or
 - ii. Conspiring or attempting to commit such an offence.

Secure Storage, Handling, Use, Retention & Disposal of Disclosures & Disclosure Information Including use of the e-Bulk Service

This policy for the Secure Storage, Handling, Use, Retention & Disposal of Disclosures & Disclosure Information Including Use of The e-Bulk Service is provided in order to comply with current regulations. University of Chester DBS Registered Body retains the right to call unannounced to check that adherence to the policy is being maintained.

General Principles: As an organisation using the Disclosure and Barring service via our Registered Umbrella Body we agree to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully with its obligations under the Data Protection Act and other relevant legislation pertaining with the safe handling, use, storage, retention and disposal of Disclosure information.

Handling: In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Access: We are aware that System access is ONLY granted to authorised personnel and therefore restrictions to access data is only individuals who are involved in the recruitment decision along with the University of Chester DBS support team.

Scanning/copying of DBS information: Where an applicant presents a previous completed DBS Disclosure certificate and supporting details to access 'The DBS Update Service' we may only scan/copy a Disclosure certificate with the written permission of the applicant. We further understand that to scan/copy a DBS certificate that contains information that we are not entitled to see either Children's barring information or Adult barring information (where relevant, if applicable) is not permitted and would constitute a breach of the applicants rights under the Data Protection Act.

Printing of DBS information: We are aware that permitted and non-permitted communication of DBS result information (verbal, written, email etc) is only by individuals who are involved in the recruitment decision and the University of Chester DBS support team who will have access to DBS information.

We are also aware that the DBS result information can ONLY be successfully printed once and is only available with username and password protection to prevent unauthorised access or modification.

Readable copies will be printed for the purpose of presenting them to relevant industry regulatory inspector at the time of an inspection; this may include Auditor/Inspectors from the DFE/OFSTED/CQC/CSSIW/FSA (where applicable).

Forwarding of electronic DBS Result information: We know that the forwarding of DBS result information is not permitted on the system and that documents cannot be saved into any format outside of the online system and cannot be stored separately electronically, emailed or distributed etc.

Usage: Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Loss of Documents: If we lose documents we are aware that this must be reported to the University of Chester DBS support team stating what has been lost, how, what format and by whom. Failure by any body to comply with the storage requirements could result in:

- Non-compliance notice being issued and a 14 day mandatory requirement to adhere to the set procedures and provide evidence of this.
- Suspension of the ID checker or Liaison officer from the account.
- Suspension or termination of the entire online account.
- Also, we are aware that in all instances where personal information has been lost the Disclosure and Barring Service will be informed of this occurrence as it is considered a serious DPA violation.

Storage: We are aware that scanned/copied DBS Results will be kept online for a maximum of 6 months or up until the point that we print the result and confirm that it has been printed correctly.

We confirm that all result information whether a DBS Disclosure Certificates, Electronic result information, Printed result information or scanned/copied result information must be handled in accordance of the DBS Code of Practise and we ensure that every user is provided with a Policy statement on the secure handling and storage of disclosure information, as well as full access to the DBS Code of Practice.

Retention: Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or

complaints. If, in any circumstances, it is considered necessary to keep Disclosure information for longer than six months and for a term of no longer than 12 months that this must be done in agreement with University of Chester and the applicant and we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so.

Retention Exceptions: Exceptions to retaining physical certificates or printed result information beyond the 6 month period may include:

- Adult Care Home or domiciliary care agency that is audited annually by the Care Quality Commission and regulated under the Care Standards Act.
- A School/nursery who is regulated by DFE and audited either annually by OFSTED
- An organisation working with or within an NHS Trust or Hospital in compliance with the NHS employer check standards.

Disposal: Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

Where there has been any scan or photocopy of an applicant's DBS certificate and an image, copy or representation of the contents has been held that this information will be destroyed by secure means or purged from the system at the required juncture or after the required period.

However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Incomplete Applications: If online applications are not completed in full, they are removed from the system in compliance with DPA. A 20 day reminder message and 30 day prompt is provided to the RB DBS support team to cancel them and after 90 days automatic system removal and data purge occurs.

Adherence to Policy: Responsibility for the implementation, monitoring and development of this policy lies with our Lead/Primary Evidence Checker who is to ensure that this policy is implemented.

Applicants Statement of fair processing

Thank you, you are now ready to begin completing your application. In order for you to use this service and complete your application you are required to give your consent.

Your consent is required so that:

- The University of Chester can apply for a DBS Disclosure.
- The University of Chester may pass on your information to the DBS to carry out Disclosure.
- The DBS can complete your DBS Disclosure application.

All personal information will be treated with the strictest of confidence in accordance with the Data protection Act 1998 and will be securely held on a password protected database with access restricted to named individuals who require access as part of their normal duties. The information is not shared with any other parties outside of the Disclosure process, except where required by Law and without the express consent of the individual.

You will be presented with an opportunity to print a copy of your information prior to final declaration and submission of your application. A copy of any information we hold on you can also be provided upon request in line with Part II, Section 7 of the Data Protection Act 1998. All information held following a DBS application will be securely destroyed when no longer required.

To read our Privacy Statement, please [click here](#).

Consent declaration

I give consent for my information and details to be used to obtain a DBS Disclosure and understand that Atlantic Data (DBS Broker) and The University of Chester (DBS Registered Body) will share this with the Disclosure and Barring Service.

I also understand that The University of Chester, Atlantic Data Ltd and the DBS will only use my information for the purpose it is supplied unless my prior consent is obtained. I have read and understood The University of Chester's Privacy Statement.

[<I consent>](#)

If you do not wish to give consent you may cancel your application by closing this screen. For further information about Data disclosure read the Disclosure and Barring Service's [Privacy Statement](#).

Guidance available to Identity checkers/employers - Prior to submission

In using this service it is important to advise applicants about the service and their rights. Further information is available from the Code of Practice in the Information Menu and the Disclosure and Barring Service.

This service is provided to the University of Chester by Atlantic Data a Disclosure and Barring Service (DBS) registered Umbrella Body. This service is supplied to the University of Chester by agreement and in accordance with the requirements of the DBS, the DBS Code of Practice and the Data Protection Act 1974.

Applicants seeking to use this service must consent to:

- Provide information about themselves in accordance with the DBS Disclosure requirements
- The University of Chester applying for Disclosure for the position or job which is being applied for
- University of Chester submitting their information to the Disclosure and Barring Service for the purpose of applying for Disclosure
- Agree to the [Terms and Conditions of the Service](#) User agreement of this website

Applicants should be advised that, prior to submitting their information they will be asked to read and agree to an online Consent statement.

Applicants choosing not give consent may not submit their application through this website.

Self-Declaration Statement for Applicants Unable to Read/Write English or in the Case of Disability

University of Chester

FAO: Rob Dawson
University of Chester
Parkgate Road
Chester
CH1 4BJ

Self-Declaration Statement for Applicants Unable to Read/Write English or in the Case of Disability

Organisation Name:
Applicant Name:
Applicants Job Title/ Role:
Applicants Contact Number:
ID Verifies Name:
ID Verifies Contact Number:

I **<Applicant's Name>** confirm that my application for a Criminal Record Disclosure check is requested for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 and is made in accordance with relevant legislation.

I confirm that I am unable as the applicant to submit my own online application and complete my declaration due to being **unable to read/write English or in the case of disability** and that I authorise as my representative **<Representatives Name>**. I am aware that this request will be logged and that an audit trail confirming this information can be provided to the DBS upon request.

Applicants Signature: _____ Date: ____/____/____

Printed Name:

Representatives Signature: _____ Date: ____/____/____

Printed Name:

*This document must be returned as a scanned document via DBScheck@chester.ac.uk

Or

By fax on **01244 511308** in order for approval to be granted before the application process can proceed.