

Safeguarding vulnerable groups guidance: Mid-course DBS Applications – information for staff

NTU students who are undertaking courses which do not require completion of a Disclosure and Barring Service (DBS) check as part of the admissions process, may occasionally be required to undertake a DBS check mid-course. For example, a student may wish to undertake a research project, non-compulsory placement or extra-curricular volunteering with children or vulnerable adults.

This leaflet provides information about how to request a mid-course DBS check for students.

How do I request a DBS check?

To request a mid-course DBS check for a student, staff members should complete the 'mid course DBS request form' which is available to download from www.ntu.ac.uk/safeguarding along with guidance for its completion and submission.

In circumstances where a student requires a DBS check as part of an ethics committee, the student themselves may complete this form, but should provide details of the staff member recommending the DBS be undertaken.

Staff are advised to check Banner and ensure that students do not already have a valid DBS check with NTU. This is particularly relevant where students may be transferring their programme of study. DBS details are held on the SWAACRB screen.

Who pays for the DBS application?

If the DBS application is undertaken for academic study, NTU will pay for the processing of the DBS application. If the DBS application is completed for an extra-curricular voluntary opportunity, NTU Volunteering will pay for the processing of the DBS application, but on the condition that the student registers with NTU Volunteering.

If the DBS application is completed to replace a DBS certificate lost by the student and previously completed as part of the Admissions process, the student must meet the cost of the application. The current cost for a DBS application varies depending on the level of check required, but is between £26 and £44, plus a £7.20 administration fee (paid to the online provider). Payment will be collected when processing of the DBS is completed.

Is there a legal basis for a DBS check?

Yes. In order to process a DBS check, we must ensure that the role to be undertaken (be this academic, voluntary or paid) meets the



legal requirements for us to do so. Furthermore, we must ensure that the level of check we complete is appropriate for the role, as there are three levels of DBS check and various permutations within these. Should there be no legal basis for a DBS check being completed, the student (and staff member where appropriate) involved in submitting the request will be informed and appropriate advice provided.

What is the process for completing the DBS application?

NTU uses an online provider for completion of all DBS applications.

When it is been decided that the role of a student is legally compliant for a check to be completed, the student will be sent an email providing them with instructions for how to register and complete their application form.

Once the student has completed their application form they will be required to attend a meeting to have their identification verified. Students will be provided with details of how to arrange this meeting via email.

Once the student identification has been verified, the application will be submitted for processing by the DBS.

How long does the process take?

When a request for a DBS application is received, we will endeavour to make a decision regarding student eligibility within 5 working days.

Once a request is approved and information sent to the student for completing their DBS check, they should do so as quickly as possible to prevent any unnecessary delays.

Once sent to the DBS, the time taken to issue a certificate can vary from a few days to a few months depending primarily upon the timeliness of information provided by the police. However, every police force has targets to process 85% of applications within 14 days and 100% within 60 days.

How will I find out when a DBS certificate has been issued?

The student (only) will receive a DBS certificate sent through the post. It is important to note that this certificate **must not** be photocopied.

NTU will regularly check the online system for updates regarding the status of the DBS application. When a certificate is issued, we will contact the you (and the requesting staff member where appropriate).

What happens if the certificate contains relevant information?

Should a student DBS certificate contain information relevant to the completion of their role (e.g. a caution, conviction etc) the NTU Safeguarding Manager or an appointed NTU Safeguarding Officer will undertake a decision regarding suitability after discussing this with the student (and the requesting staff member where appropriate).

Decisions regarding suitability are based upon the relevance, seriousness and circumstances of the offence(s), plus the age of offences, any pattern of offending and any changes to student circumstances.

Where offences are of a more serious nature, are of a violent or sexual nature, involve offences against children and/or vulnerable adults and are particularly relevant to the role due to be

undertaken, any decision will be referred to the NTU Serious Criminal Conviction Panel (SCCP). This panel consists of the Safeguarding Manager (or Officer), the Dean of School for the student's area of study, the Head of Student Support Services and the Pro-Vice Chancellor for Student Affairs.

Once a decision regarding suitability is reached, the staff member (where appropriate) and student will be informed of the outcome of this decision.

How is this information logged?

Details regarding the completion of a mid-course DBS check will be logged on Banner in the 'SPACMNT' screen under the comment type 'DBS Notes 1'.

Should staff wish to make a note of the DBS completion for their own records, they should ensure that this information is stored in a secure location which has appropriate access controls, consistent with the University's policies and regulations on Data Protection and Computer Use.

Staff should not retain information contained on the DBS certificate which relates to cautions, convictions etc.

I have further questions...

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