

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

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 placements or research associated with your course, you should speak with a member of academic staff in your area of study. Depending on the reason for requiring a DBS checks, this may be your academic tutor, a dissertation supervisor or other relevant staff member.

Where the staff member supports your requirement for a DBS application, they are required to 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 limited circumstances (such as an ethics committee hearing), you may be asked to complete this directly by the member of staff.

In circumstances where a DBS check is required for self-generated extra-curricular volunteering activity, you should email ntu.safeguardingchildren@ntu.ac.uk, providing details of the volunteering opportunity. We will then discuss your eligibility for DBS completion with you directly.

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 to be undertaken is legally compliant for a check to be completed, you will be sent an email providing instructions for how to register and complete the application form.

Once you have completed the application form you will be required to attend a meeting to have your identification verified. You will be provided with details of how to arrange this meeting via email.

Once your 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 eligibility within 5 working days.

Once a request is approved and information sent to you for completing the DBS check, you 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?

You (only) will receive a DBS certificate sent to you through the post.

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 DBS certificate contain information relevant to the completion of your 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 you (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 your area of study, the Head of Student Support Services and the Pro-Vice Chancellor for Student Affairs.

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

I have further questions...

For questions regarding processing of mid-course DBS applications contact:

Social Sciences & Graduate School

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All other areas

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