



Nottingham Trent
University

Information for mid-course DBS applications

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Who needs a mid-course DBS check?

Some students are required to complete a Disclosure and Barring Service (DBS) check as part of the admissions process. However, in some cases students from courses that do not require a DBS check during the admissions process can request a mid-course DBS check. This might be because a student might wish to undertake a research project, non-compulsory placement or extra-curricular volunteering with children or vulnerable adults.

Students might also be transferring from a course that does not require a DBS check during the admissions process to a course that does.

How do I request a DBS check?

To request a mid-course DBS check a student should speak with a member of academic staff in the relevant area of study. Depending on the reason for requiring a DBS check, this may be an academic tutor, a dissertation supervisor or other relevant staff member.

Where the staff member supports a student's requirement for a DBS application, the student can then proceed to request a DBS check. The request process can be found on the following page: <https://www.ntu.ac.uk/policies/safeguarding-children-and-vulnerable-adults>

Who pays for the DBS check?

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. Current costs for a DBS application can be found here: [DBS checks: guidance for employers - GOV.UK](#). NTU's online DBS check provider also charges an additional administration fee.

Can anyone get a DBS check?

NTU must ensure that the role to be undertaken meets the legal requirements to process a DBS check. The level of check we complete must also be appropriate for the role. Should there be no legal basis for a DBS check, 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 all DBS applications. When it is decided that the role 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 endeavor to make an eligibility decision within 5 working days. Once a request is approved and information sent to you to complete 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 on the timeliness of information provided by the police. Police forces have 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 to you through the post.

What happens if the certificate contains relevant information?

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

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

How is DBS check information recorded?

Details regarding the completion of a mid-course DBS check will be logged on the student records system, 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 must not photocopy the certificate. Staff should not retain information contained on the DBS certificate which relates to cautions, convictions etc.

Further questions

If your questions are not answered by the information above, please email ntu.safeguardingchildren@ntu.ac.uk with your query.