



Nottingham Trent
University

Student Support Services

Student Disclosure and Barring Service Check Policy

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Details: Updated following a meeting regarding international student police checks.

Version 1
Date 4/04/25

Details: Revised following Safeguarding Steering Group meeting and feedback from core safeguarding team.

Introduction

For some courses, applicants are required to complete a compulsory Enhanced Disclosure Barring Service (DBS) check as a pre-enrolment condition once they have met all academic conditions.

In some circumstances a DBS check is not required during the admissions process but is conducted mid-course for activity involving vulnerable groups. This might be because of a range of reasons, for example placement, volunteering, academic work, research, student led projects, or transfers within NTU.

The policy refers to several relevant documents, links to these can be found at the end of the policy.

Scope

The scope of this policy is all students and doctoral candidates at the University whether they enrol, or apply to, Further Education or Higher Education courses.

DBS policy for admissions

The policy for DBS checks at admission can be found in: Application Processing: Self-declared Criminal Convictions and Disclosure and Barring Service and Other Checks, Quality Handbook Part D: Course Design, Management and Enhancement Section 13: Admissions – Requirements.

Mid-course DBS process

There are four stages to a mid-course DBS process: (1) Request, (2) Conduct, (3) Check, (4) Assess.

A student must not commence activity in the setting with vulnerable groups until the DBS check process is complete.

In circumstances where the Assess stage concludes that the student cannot undertake activity in the setting with vulnerable groups, either the student withdraws from the planned activity, or alternative arrangements are made by the student in a setting that does not involve contact with vulnerable groups.

Request

A request for a DBS can be made by a student. It can also be made on behalf of a student by NTU or the organisation which requires a DBS check.

The DBS level is normally an Enhanced DBS check.

Conduct

If a student already possesses a clear Enhanced DBS record in Banner that was conducted by NTU, then a new mid-course DBS check will not normally be required.

All DBS checks are conducted using an NTU approved company, defined in Part 9, Section 13, Quality Handbook Part D.

Check

The check determines if the DBS outcome is either clear or contains content. All DBS check outcomes are recorded on Banner.

Assess

Where there is content on a DBS certificate, the case is referred to the Discoverable Information Panel, which includes the relevant Head of Department or Director of Professional Service and the NTU Designated Safeguarding Lead (or their nominated representatives). The Discoverable Information Panel determines whether the student can or cannot proceed to undertake activity with vulnerable groups.

Circumstances where a DBS is required

This list is not intended to be exhaustive. Other circumstances arise on a case-by-case basis.

Placement

In the first instance the placement provider conducts, checks, and assesses the DBS certificate. If the placement provider requests that NTU conducts the DBS check, then NTU conducts, checks and assesses the certificate.

Volunteering

Where a student volunteers with a third-party Voluntary, Community and Social Enterprise sector organisation, they conduct, check, and assess the DBS certificate.

Where a student volunteers for the Centre for Student and Community Engagement or SHIELD, NTU conducts, checks, and assesses the DBS certificate.

Student and Academic led projects

Where it is identified through a self-assessment process that the student and/or the setting requires a DBS conducted by NTU, the student makes a request for a DBS check. An example of a self-assessment process is an ethics submission. The request route depends on the school and is defined in the Safeguarding: Student Mid-Course and Internal Transfer DBS Information page. NTU conducts, checks, and assesses the DBS certificate.

Transfers to DBS and Fitness to Practice eligible courses

The student is required to complete a DBS check, and any additional Fitness to Practice checks before transfer. Assessment of the DBS certificate is then managed under Part 9, Section 13, Quality Handbook Part D.

International students and mid-course DBS

Where a mid-course DBS check is required for an international student, they also complete the mid-course DBS process.

As part of the admissions process, some courses require international students to provide a criminal records check from their home country in addition to a DBS check. These checks are sometimes referred to as an International Police Check or a Certificate of Good Conduct.

As part of the mid-course DBS process and based on type of activity undertaken, there might be cases where an international student is requested to also obtain a criminal records check from their home country. These should be considered on a case-by-case basis. The check and assess stages of the mid-course DBS process are then followed.

The process of obtaining a criminal record check varies from country to country and Home Office Guidance is available. Any overseas criminal records check should be verified in the same way as all other official documentary evidence to ensure they are legitimate and relate to the person presenting themselves for activity involving vulnerable groups.

Relevant Documents

NTU Safeguarding Policy

[Safeguarding vulnerable groups policy](#)

DBS and FTP (Fitness to Practice) eligible courses

[DBS and FTP eligible courses | Nottingham Trent University](#)

DBS Checks for volunteering

[Frequently asked questions | Volunteering | Nottingham Trent University](#)

NTU Student DBS Guide

[Safeguarding: Student Mid-Course and Internal Transfer DBS Information](#)

DBS Supporting identity documents

See: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 \(gov.uk\)](#)

Supporting definitions

See Disclosure & Barring Checks Colleague Information document. [Disclosure and barring service checks - colleague information \(ntu.ac.uk\)](#)

Supporting legislation

See Disclosure & Barring Checks Colleague Information document. [Disclosure and barring service checks - colleague information \(ntu.ac.uk\)](#)

Home Office Guidance on obtaining an overseas criminal records check

[Criminal records checks for overseas applicants - GOV.UK](#)

NTU admissions policies

Section 13, 9. Admissions – Requirements: [13-Admissions-Requirements.pdf \(ntu.ac.uk\)](#)

Admissions Policies [DBS checks | Nottingham Trent University](#)