

DBS Checks and when to use them

There are five types of check that are available. A series of flow diagrams are provided to enable you to establish, which, if any, level of check is required. The checks that are available are:

- **Enhanced Check for Regulated Activity (Children)** - used when someone is undertaking regulated activity relating to children (see Diagram 1). This check involves a check of the police national computer, police information and the children's barred list.
- **Enhanced Check for Regulated Activity (Adults)** - used when someone is undertaking regulated activity relating to adults (see Diagram 2). This check involves a check of the police national computer, police information and the adult's barred list.
- **Enhanced Check for Regulated Activity (Children and Adults)** - used when someone is undertaking regulated activity relating to both children and adults (see Diagram 1 and 2). This check involves a check of the police national computer, police information and the children and adult's barred list.
- **Enhanced DBS Check** - used where someone meets the pre September 2012 definition of regulated activity (see Diagram 3). This level of check involves a check of the police national computer and police information.
- **Standard DBS Check** - used primarily for specific positions or for work that brings a person into contact with vulnerable groups. Standard DBS checks just involve a check of the police national computer and do not include a check of police information or the children or adult's barred lists.

Please note:

- From 10th September 2012 you will no longer be able to obtain a DBS check for anyone undertaking "controlled activity". This category covered people who had frequent access to education, health or social services records. This means there is no longer eligibility for people with access to sensitive data to be DBS checked.

DBS Eligibility Flow Diagrams

Eligibility for DBS Check

This flow diagram and supporting guidance is designed to enable you to identify:

- a) if a check is required, and
- b) if it is, what type of check is appropriate.

The definitions provided in this document are to establish eligibility for a DBS check. The Student Registry has a duty to ensure it is not unnecessarily undertaking checks which could result in a breach of the Rehabilitation of Offenders Act 1974 (Exceptions) 1975.

Steps to establish if a DBS check is required as defined in the diagrams attached

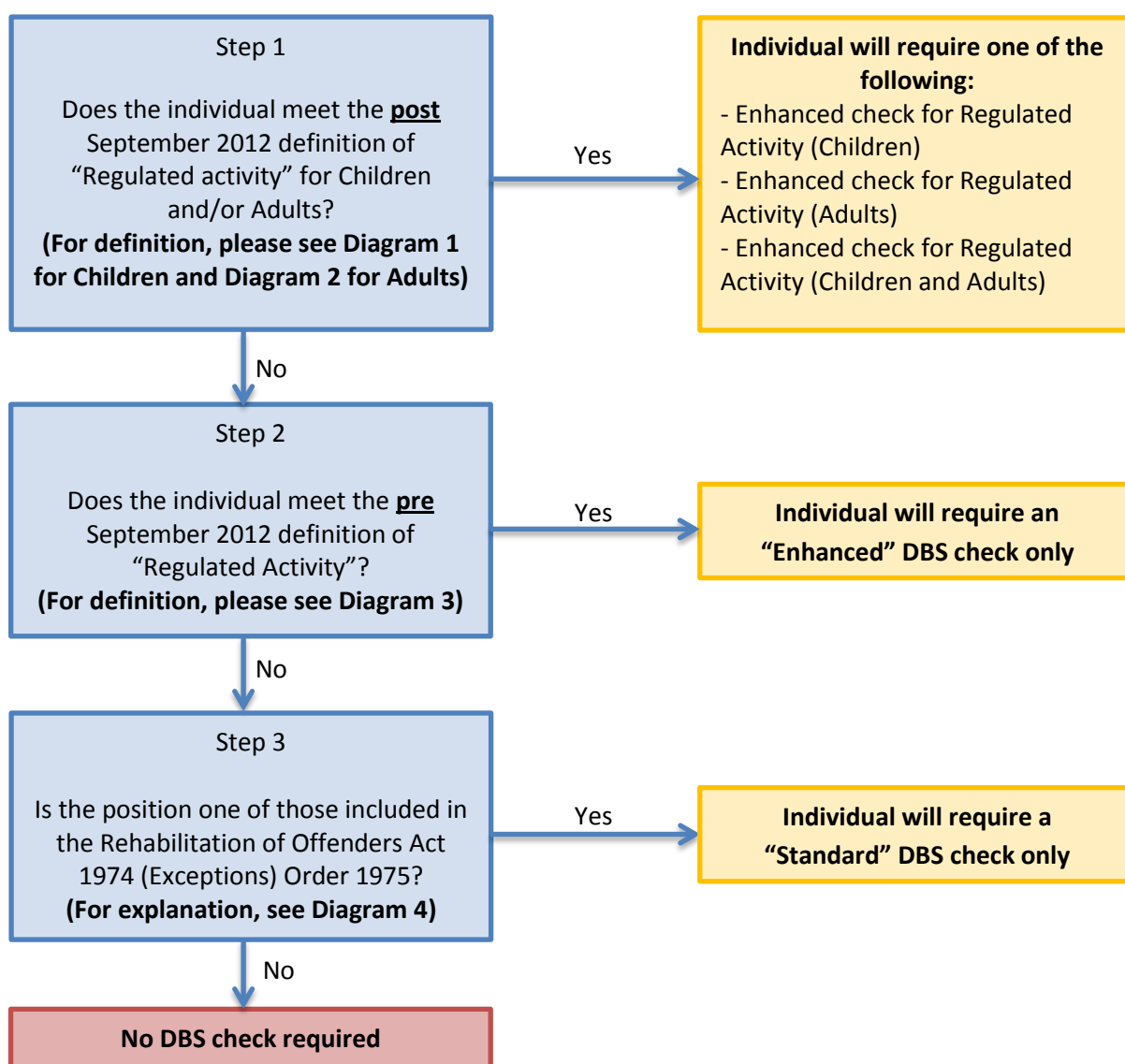


Diagram 1

Regulated Activity relating to Children (post September 2012 Definition)

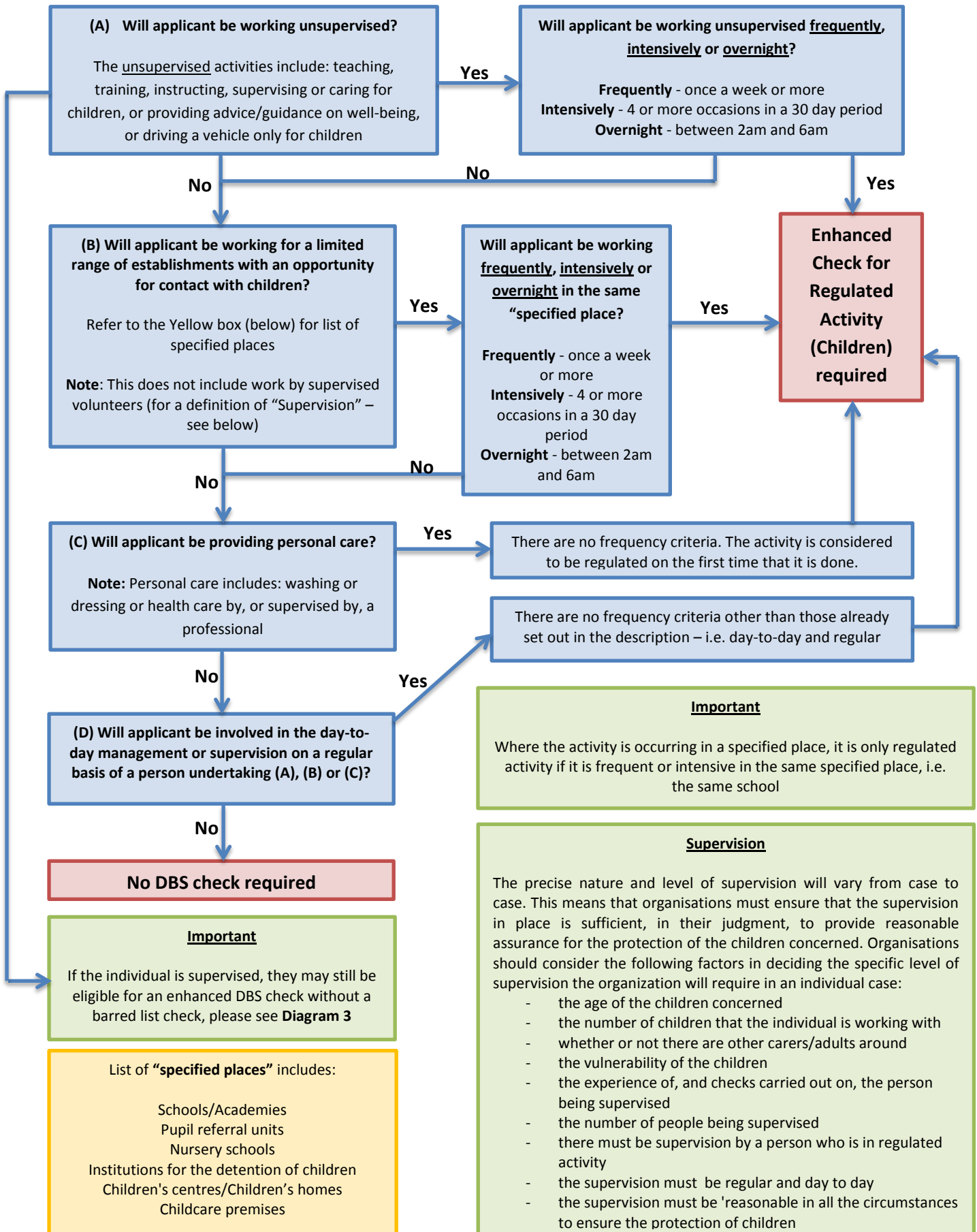
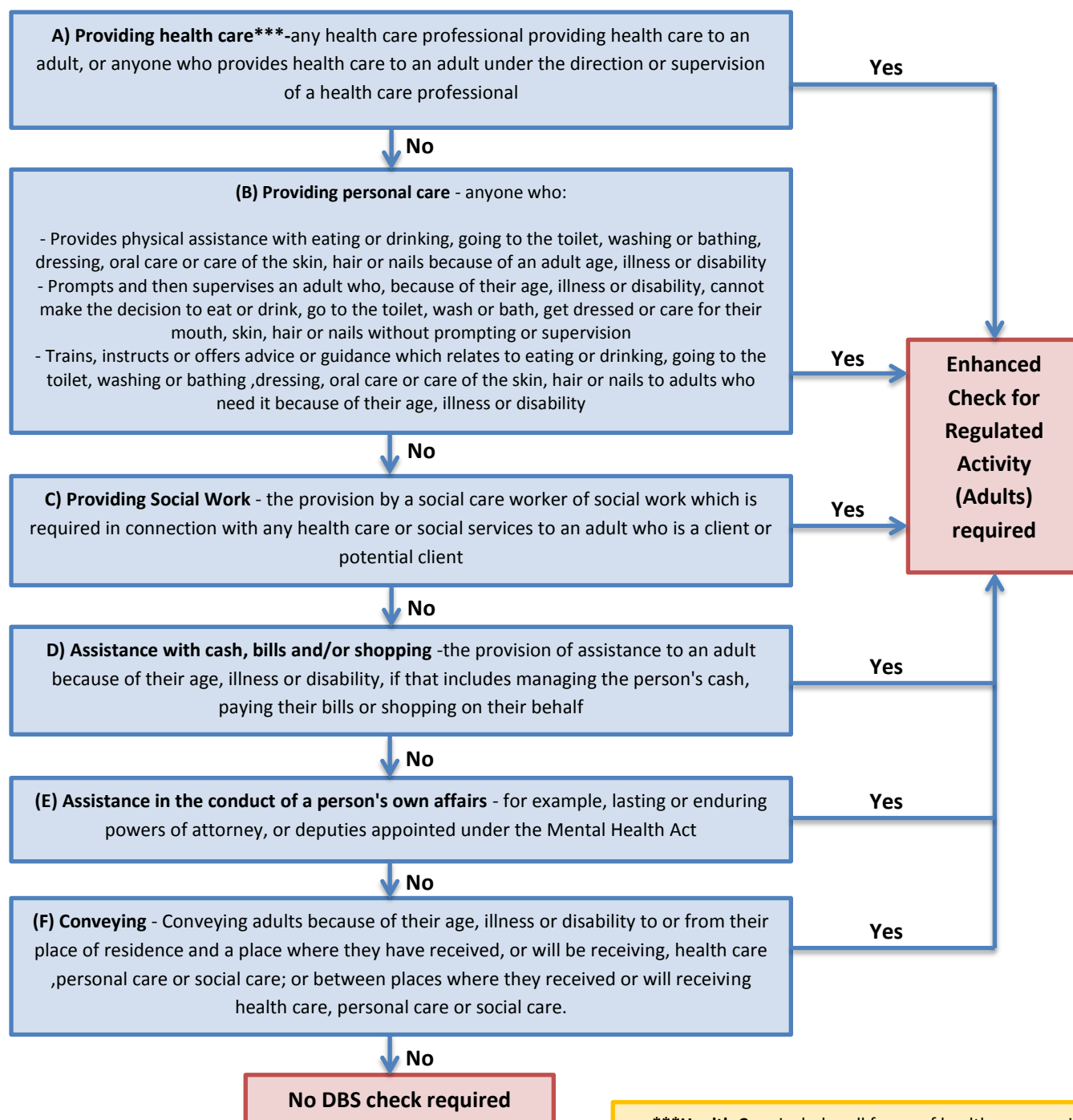


Diagram 2
Regulated Activity relating to Adults (post September 2012 definition)

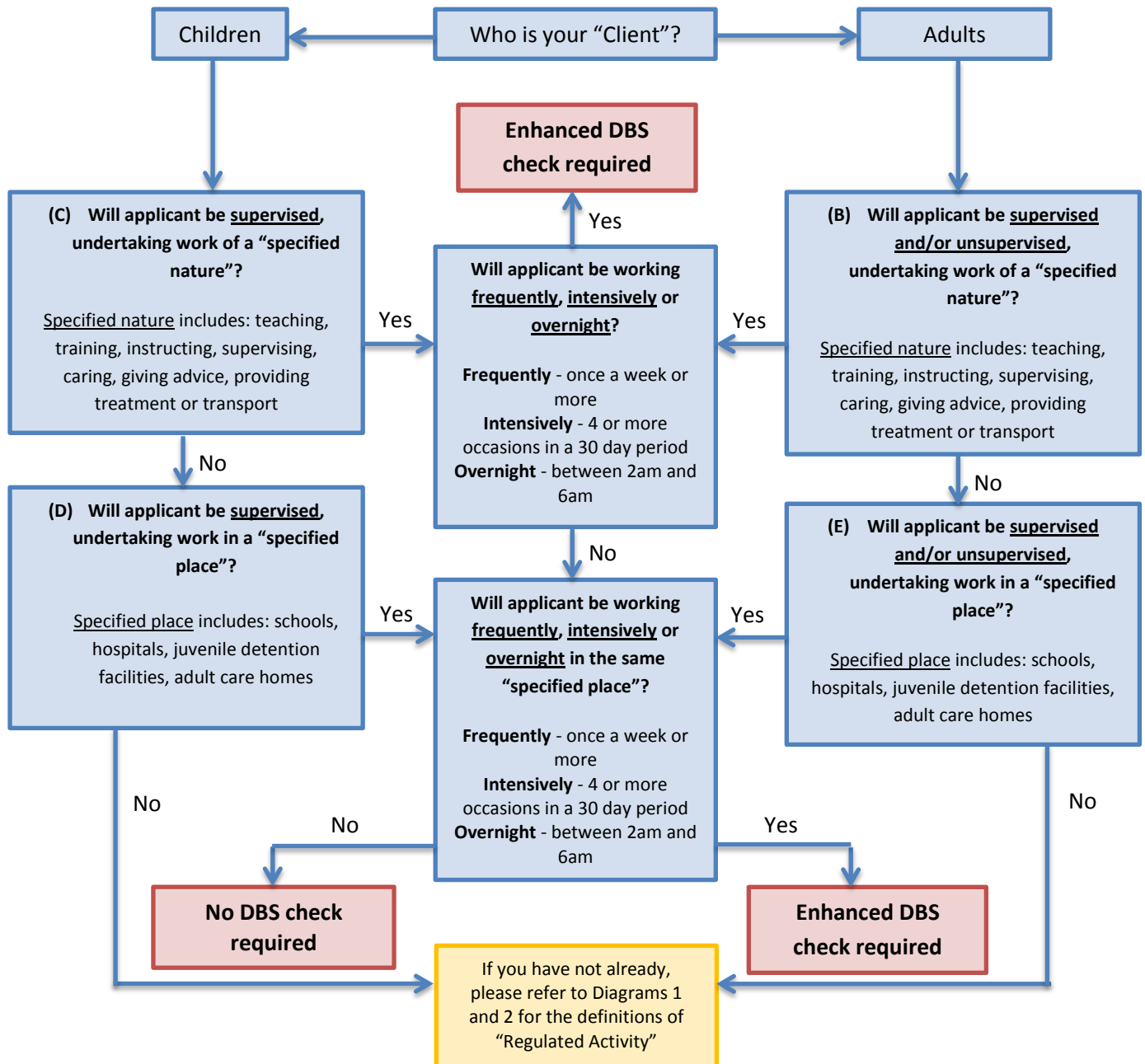
Regulated activity relating to adults identifies activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. There is not a requirement to do the activity a certain number of times before it is considered as engaging in regulated activity. Anyone meeting the six definitions below (**including a person who provides day-to-day management or supervision of those people**) will require an enhanced DBS Check with an adults barred list check.



For an Enhanced CRB check with no barred list check
 If an individual does not meet the definition of 'regulated activity' as set out above but **does** fall within the old definition of "regulated activity".
(See Diagram 3 to see if they meet the old definition)

*****Health Care** includes all forms of health care provided for adults, whether relating to physical or mental health, and includes palliative care. This includes diagnostic tests and investigative procedures. It also includes procedures that are similar to forms of medical or surgical care that are not provided in connection with medical condition, i.e. taking blood from a blood donor or cosmetic surgery

Diagram 3
DBS Check without a barred list check (Pre September 2013 definition)



Important

Where the activity is occurring in a specified place, it is only regulated activity if it is frequent or intensive in the same specified place, i.e. the same school

Supervision

The precise nature and level of supervision will vary from case to case. This means that organisations must ensure that the supervision in place is sufficient, in their judgment, to provide reasonable assurance for the protection of the children concerned. Organisations should consider the following factors in deciding the specific level of supervision the organization will require in an individual case:

- the age of the children concerned
- the number of children that the individual is working with
- whether or not there are other carers/adults around
- the vulnerability of the children
- the experience of, and checks carried out on, the person being supervised
- the number of people being supervised
- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day
- the supervision must be 'reasonable in all the circumstances to ensure the protection of children

Diagram 4

Eligible positions for a DBS Standard check

Examples relevant to the University

- Veterinary Surgeons
- Any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access** to persons in receipt of such services in the course of his normal duties

** Access relates to physical, direct contact with patients, e.g. observation, interviews, focus groups

This list is not exhaustive; if none of the positions/statements listed are applicable but you believe that the student role is eligible for a Standard check, you will need to consult the DBS eligibility guidelines and provide the relevant reference number and a detailed description of the role when you contact the Student Registry.

DBS Eligibility guidelines - <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>