

### Courses requiring Enhanced DBS Disclosure Checks

As part of the conditions of entry, all successful applicants for the listed courses (below) must undergo an enhanced Disclosure and Barring Service (DBS) check (processed through Leeds Beckett University only) before enrolling on the course: Certain courses may also require a Health check as part of the Professional Body requirements – these courses are indicated in the list below:

School	Course Title	UCAS Code	Health Check requirement
School of Education	BA (Hons) Primary Education (5-11) with recommendation for QTS		Yes
School of Education	BA (Hons) Primary Education (Early Years 3-7) with recommendation for QTS		Yes
School of Education	BA (Hons) Primary Education (Accelerated Route)		Yes
School of Education	BA (Hons) Early Years with Enterprise		Yes
School of Education	PGCE Primary Education (5-11) with recommendation for QTS		Yes
School of Education	PGCE Primary Education (Early Years 3-7) with recommendation for QTS		Yes
School of Education	PGCE Primary Education (5-11) with Recommendation for QTS – Physical Education		Yes
School of Education	PGCE Secondary Education (11-16) with recommendation for QTS		Yes
School of Education	MA Drama and Creative Writing in Education		No
School of Education	BA (Hons) Childhood Studies		No
School of Education	BSc (Hons) Sports Coaching		No
School of Education	BA (Hons) Physical Education		No
School of Education	BA (Hons) Physical Education with Outdoor Education		No
School of Education	BSc (Hons) Physical Activity, Exercise & Health		No
School of Education	BSc (Hons) Physical Activity, Exercise and Health with Foundation Year		No
School of Education	BA (Hons) Physical Education with Foundation Year		No
School of Education	BA (Hons) Physical Education with Outdoor Education with Foundation Year		No

School of Education	BSc (Hons) Sports Coaching with Foundation Year		No
School of Health and Community Studies	BSc (Hons) Nursing (Adult and Mental Health)		Yes
School of Health and Community Studies	PG Dip Community Specialist Practitioner		No
School of Health and Community Studies	PG Dip Specialist Community Public Health Nursing		No
School of Social Sciences	BSc (Hons) Speech & Language Therapy		Yes
School of Clinical and Applied Sciences	BSc (Hons) and MSc Physiotherapy		Yes
School of Clinical and Applied Sciences	BSc (Hons) and PG Dip Dietetics		Yes
School of Clinical and Applied Sciences	BSc (Hons) Nutrition		Yes
School of Clinical and Applied Sciences	MSc Nutrition in Practice		No
School of Clinical and Applied Sciences	MSc Occupational Therapy		Yes
School of Health and Community Studies	BA (Hons) and MA Social Work		Yes
School of Clinical and Applied Sciences	BSc (Hons) Sports and Exercise Therapy		No
School of Clinical and Applied Sciences	MSc Sport and Exercise Therapy		No
School of Health and Community Studies	BA (Hons) Childhood Development & Playwork		No
School of Health and Community Studies	BA (Hons) Working with Children, Young People and Families		No
School of Health and Community Studies	BA (Hons) Youth Work and Community Development		No
School of Health and Community Studies	MA Youth Work and Community Development		No
School of Health and Community Studies	Dip HE Therapeutic Counselling		No
School of Health and Community Studies	PG Dip Counselling & Psychotherapy		No
School of Clinical and Applied Sciences	MA Psychotherapy		No

Following your interview/offer of a place and if you decide to choose Leeds Beckett University as your firm place of study, you will be invited to undertake a DBS check, prior to enrolment. You will also be asked to complete a self-declaration form to identify any relevant offence(s) and any overseas residence: (**\*Please refer to the guidance below**)

## **DBS Checks:**

We use a secure online system to enable students to apply for an enhanced DBS check; the DBS Team will send email guidance on how to start the application and any additional requirements in May/June for September intake and in October, for courses with a January intake.

As part of the entry requirements, the DBS certificate must have been issued within three months of the start of the course. **Students will not be enrolled until their DBS Disclosure Certificate has been completed and issued and all other safeguarding requirements are completed.**

## **Self –Declaration form:**

You will be asked to complete this form as part of the DBS check process. You will be emailed a link to the online self-declaration form prior to completing the DBS application, once you have been made a conditional/unconditional offer of a place. You will be asked to identify on the self-declaration form if you have any cautions/convictions that would not be filtered out on a DBS certificate (for details on filtering, follow this link: <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>). The form will also ask if you have resided outside of the UK after the age of 16, to establish if an Overseas Police Record check may be required. (Please see the section below on **Overseas Police checks**)

### **If you declare an offence on the self-declaration form:**

The information you provide will be used to undertake a risk assessment in line with our obligation to provide a 'duty of care' to students, staff and visitors of our University, as well as to children and vulnerable others where particular programmes of study involve working with these groups. The information you provide will be confidential to those involved in our risk assessment process. Our policies and procedures on safeguarding young people and criminal records vetting are available to view on our website at <https://www.leedsbeckett.ac.uk/public-information/student-regulations/>. In line with the Terms & Conditions of the offer you have received, we reserve the right to withdraw your offer <https://www.leedsbeckett.ac.uk/studenthub/admissions/>.

**Applicants will not be permitted to enrol until a risk assessment has been completed and the Disclosure Panel have agreed the outcome.**

## **\*Overseas Police Checks:**

The DBS in the UK is currently unable to conduct overseas criminal record checks, therefore; applicants from outside the UK, those without British citizenship and British citizens with a significant period of overseas residence (more than 12 months in a single country since the age of 16) will require a criminal records check / certificate of good conduct, from their home/overseas country, as well as the UK DBS check. You will be asked to identify any overseas residence that meets these criteria, on your self-declaration form and will be sent instructions on how to obtain an overseas criminal record check if this applies to you. There may be occasion where an overseas police check is unobtainable (e.g. where an individual has refugee status) – under these circumstances, the DBS team will make an assessment on a case by case basis and subsequently provide the relevant instructions on obtaining a character reference if appropriate.

### **Further Information:**

You will need to provide a separate police check for each country of residence. This is a requirement for **ALL** countries outside the UK, including EU countries (even though they are classed as 'Home' status in terms of fees). For further information on how to obtain an overseas police check, please see the following link:

**DBS Website:** <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **Occupational Health Checks:**

If you have applied to study a course which has a Health Check requirement as part of the entry conditions; before starting your course, we are required to assess you to ensure that you are physically and mentally fit and can cope with the demands of your course and the placements you will undertake. For some courses, such as Teacher Training and Nursing, this is a Professional Body requirement. The purpose of the assessment is to help our medical advisers decide whether you are suitable for your chosen course and to consider any adjustments that may need to be made to help you during your training. The answers to the questionnaire are confidential to the Occupational Health Team and will not be given to anyone without your written consent.

The health check takes the form of an online questionnaire. You will be sent an email with instructions on how to access this alongside DBS guidance in May/June for September intake and in October, for courses with a January intake.

