



Guidance on DBS and additional checks

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 to establish if additional background checks are necessary:

(Please refer to the detailed guidance below)

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.

Disclosure and Barring Service (DBS) Checks:

You will need to undergo an enhanced DBS check if you are starting a course where this is one of the entry requirements. This will be due to placements you will be required to undertake as part of your course, which may involve working with children and/or vulnerable adults in 'regulated activity'.

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 issued and all other safeguarding requirements are completed.**

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 alternative background checks, such as character references, should you meet these criteria.

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>

Please Note: The DBS team will provide this guidance, as part of the information sent for applicants that require overseas police checks.

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 Occupational Health 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 the DBS guidance in May/June for September intake and in October, for courses with a January intake.

Contact Details:

If you would like to discuss any of the guidance (provided above) in advance of an application to one of the listed courses, then please contact the DBS Team at DBS@leedsbeckett.ac.uk or via phone on: 0113 8123268.