

School of Health & Social Care

DISCLOSURE BARRING SERVICE (Previously was a CRB now known as a DBS)

All applicants that have been successful at interview and offered places for Social Work, Nursing and Allied Health Professions Pre Registration courses are subject to an Enhanced Disclosure Barring Service check.

As a result of government legislation, all Higher Education Institutions who offer courses where students may come into unsupervised contact with children or vulnerable adults are required to ensure that such students obtain Disclosure Statements via the Disclosure Barring Service.

Therefore, posts entailing contact with patients/clients, including places on Pre-Registration courses offered by the School of Health and Social Care, are exempt from the Rehabilitation of Offenders Act (1974). All candidates are subject to the Disclosure Barring Service (DBS) enhanced disclosure to facilitate safer recruitment to protect patients/clients, children and vulnerable adults.

All applicants are required to complete a declaration at their interview and declare any previous convictions, cautions, warnings or reprimands. Applicants are not entitled to withhold information about any convictions, cautions, reprimands or warnings, including those relating to juvenile offences. If the decision is made at interview to make a candidate an offer, the declaration is reviewed. Declarations of minor offences are considered and the applicant may be rejected or accepted subject to receipt of a full matching DBS disclosure. In the event of a Declaration of a very serious offence (for example murder, child offences, armed firearms), the applicant is normally rejected.

Declarations of any offences may be referred to a virtual panel made up of senior managers from partner NHS Trusts and other sectors within Health and Social Care. The panel members consider an anonymised application and may recommend that the application be rejected or accepted subject to receipt of a full matching DBS disclosure. Please note that this process is separate to applying for a DBS online. This is part of the University's admission and interview process.

1. What is a Disclosure Statement?

A Disclosure Statement is an official document issued by the DBS providing details of a person's conviction record, including cautions, reprimands and warnings held on the Police National Computer.

2. Do I need to apply?

Yes. All successful applicants have to complete the process even if they already have a DBS. It is the applicant's responsibility to complete the information on line and to keep their

Disclosure Statement in a safe place in anticipation of being asked to produce this. The University is not in a position to provide copies. Your copy of the Disclosure Statement will be posted to whichever address you give as your current address, so it is important that this is one from which you can still obtain your mail.

3. How do I apply?

Each applicant must complete the process on line.

When applying you will need to provide the evidence as referred to in the list of approved documents.

We have to see original documentation before we can send your application to be verified. DBS will make their checks in accordance with their statutory powers and advise the result in the issue of a Disclosure Statement to the applicant and will also inform LSBU.

Please note that in providing this service the DBS and the School of Health & Social Care are committed to compliance with the Data Protection Act. This means that any personal information you submit to the DBS and to the University will be protected.

When sending your documents there are two forms that need to be completed. The **Evidence of Identity Form (form 1)** which provides the list of documents you are including and acts a reminder of which documents are acceptable.

When completing your application online please use the **Titles to be used (form 2)** list of named courses that will help us to identify the course that you are going to be studying.

4. Where are the online details?

Once all of the information has been uploaded the University will then review your original ID documents so that your application can go through the approval process. It is absolutely vital that you provide all of the relevant ID documents so that we can approve and obtain your clearance in a timely manner before you commence your course. Remember no one is permitted to commence placement until satisfactory clearance has been received. There are no variations to this process.

The link to complete your application on line is:

<https://disclosure.capitarvs.co.uk/cheqs/rblogin.do>

You will need to go into the yellow/orange box to start your personal application. The log in details are:

Org reference: LSBUHSC

Password: london2013

You will then be asked to complete your personal details and enter your ID Document details. The process is extremely straightforward and easy to complete.

The link which provides the list of documents is <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

5. I am a Social Work and Careers Guidance Student - How do I pay for my DBS

We have set up an online system for payment. You need to use the following links in order to pay online. We can no longer accept cash payments.

Go to this web link <https://my.lsbu.ac.uk/page/finance#payment> and click on Buy and Book online. Then click on Administration and Records and finally click on the box which quotes the DBS. Remember for new applicants at this stage you are not a student. So add 1 to your basket and then click on that tab and it will show you how to proceed with your payment. You will be sent an email confirming receipt of payment

6. Timescales

We and you have a duty of care to ensure that you have an up to date DBS. You will be sent the link and asked to complete the process within 10 working days. If any student does not complete the process within the timescales provided we will review the status of your application.

Registry Manager
May 2015

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