

School of Health & Social Care Disclosure Barring Service (DBS)

Frequently Asked Questions (FAQs)

INITIAL DECLARATION: ADMISSION STAGE

Q. Do I get a chance to declare any cautions/convictions/reprimands/warnings before we start our course?

Yes, if you are invited in for an interview, you will be given the chance to fill in an initial declaration form. On this form, you should tick all relevant boxes and provide more details in the spaces provided.

Q. I got a warning when I was 14 years old and I have been told that it might not be on my disclosure, do I still need to declare it?

Yes. Under the Rehabilitation of Offenders Act 1974 there are a number of posts, activities and occupations which are exempt from the Rehabilitation of Offenders Act 1974. This applies to courses in Health & Social Care. Applicants need to disclose both 'spent' and 'unspent' cautions and convictions. Essentially if in doubt put everything down.

Q. What kind of information should I include on my initial declaration?

As well as ticking the appropriate box, you should also provide additional information for each offence including: your age at the time, the nature of the offence, any fines/penalties received and the events leading to and following the offence. The more information you provide, the better.

Q. I have already filled in an initial declaration but forgot to put an offence on there. What can I do?

Please contact the Admissions department so they are able to update your information.

Q. What happens to the initial declarations once they are filled in?

Once you have filled in your initial declaration, each declaration is put in a sealed envelope with your name on it and sent to Admissions. If you are offered a place at LSBU, this envelope will be opened to see if you have declared anything.

If you have declared an offence, your initial declaration is sent to the School Office for consideration by the Conduct and Character Pre-Panel. If you did not declare anything, your initial declaration will stay with Admissions.

Q. I have been asked for more information about my declaration, why is this?

The Conduct and Character Pre-Panel have considered the information you put on your initial declaration and have asked for further information in order to make a decision. This information should be sent as soon as possible in the form of a detailed personal statement to **hscdbsoh@lsbu.ac.uk** Please note that all information provided must be done so in writing.

Q. I was contacted regarding my initial declaration but have not heard anything since, should I be worried?

If you have not heard from the Admissions department/had an update on UCAS regarding your application following a declaration, please email **hscdbsoh@lsbu.ac.uk** Following the Conduct and Character Pre-Panel, your declaration may be sent to the Character and Conduct Virtual Panel for consideration, this can take up to 14 working days.

Q. What is the Conduct and Character Pre-Panel?

The Conduct and Character Pre-Panel is made up of the HSC Pro-Dean/Dean and the HSC Recruitment Manager.

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Q. What is the Character and Conduct Virtual Panel?

The Character and Conduct Virtual Conduct and Character Panel is made up of senior representatives from several NHS Trusts. The pre panel may decide to send your declaration to them to seek their advice as potential NHS employers. If the Pre-Panel decide to send your declaration to them, your declaration will be made anonymous before sending. The Pre panel may seek additional information and if this is the case we will be in touch again.

Q. My application was rejected by another university due to my declaration. Is it worth me applying for LSBU if the same is going to happen?

Please contact the Admissions department, who will be able to advise you on your options. They may also liaise with the School of Health for advice regarding specific offences.

Q. My application was previously rejected by LSBU due to my DBS declaration. Can I apply again?

If your application was rejected previously, you are invited to reapply as long as it has been at least 3 years since your last offence. Please note that your application will go through the same DBS process so there is still a chance it will be rejected again. Every applicant is assessed on an individual basis.

APPLICATION PROCESS:

Q. Where can I find the DBS application website?

Once you have met the criteria for admissions you will be sent a link to the DBS application website so please check your email inbox regularly for updates. If you have not received the link by the end of August, please email hscdbsoh@lsbu.ac.uk who will be able to resend you the link.

Q. What do I need to fill in the application?

Please ensure you have your 5 year address history (including dates you moved in/out) and your ID information (passport number etc).

Q. My passport and driving license are with NHS bursary so I am unable to provide these as evidence. What do I do?

When you come into LSBU to have your DBS application verified, please let the administrator know. You will then be instructed to bring your identification documents in to the course team to verify. Please bring these to the HSC Student Help Desk in K2 or at Havering as soon as possible. Please remember that we are unable to process your application until we have seen proof of your documentation. Any delay in that process delays your DBS clearance.

Q. I have recently had a civil partnership/got married/become divorced so my name has changed. Which one do I need to put on my DBS application?

If you have recently changed your name but your legal documents (passport/driving license/proof of address) are still in your old name, you will need to put this name on your application. Please note that we need DBS clearance for the name(s) you provided us with on your application to complete this process. If your name has changed since your university application, please come to the HSC Student Help Desk with proof (marriage certificate etc) and this will be changed for you. If you have not yet received your DBS application at this point, please ask your administrator to pass this onto their relevant colleagues.

Q. What address do I need to put on my DBS application?

You will need to put your current address on your DBS application.

Q. I have recently moved so do not have proof of address. What do I do?

Unfortunately, we will need proof of your current address before we can complete your application so please bring this in as soon as possible. If you have already moved your bank details to your new address, you may be able to request a statement, which can then be used as proof of address.

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Q. I am due to move soon after filling in my declaration, which address should I put down? Your DBS disclosure will be sent to the address that you have provided on your application and the one which was verified by us. If you will not be living at that address when your disclosure is sent, please organise for your post to be forwarded to your new address. You can track your application on the DBS website (please see link below)

Q. I filled my DBS application in a while ago and have not received anything yet. Can I track my DBS application?

Yes, you will be able to use your application number to find out the progress of your application at <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>. Please note that it is your responsibility to chase your application if it has been upheld.

Q. Do I have to pay for my DBS application?

If you are a Social Work or a Careers Guidance applicant, you will have to pay £46 for your application. You can do this via the following link: <https://my.lsbu.ac.uk/page/finance#payment>
All other applicants do not have to pay.

Q. What happens if I lose my Certificate?

Your DBS Certificate is a precious piece of documentation. You will have pay to purchase a new certificate. So please keep it safe.

RECEIVING YOUR DISCLOSURE:

Q. My disclosure has come back with an offence on it but I didn't declare this at my interview. What do I do?

Please email hscdbsoh@lsbu.ac.uk with a detailed account of the offence and an explanation of why you did not declare initially. You will then be required to bring your disclosure to the HSC Student Help Desk for us to take a copy. This information will be sent to the Conduct and Character Pre-Panel for consideration and review.

Q. My disclosure has come back with an offence on it, which I declared at interview. What do I do?

Please bring your disclosure to the HSC Student Help Desk so we can take a copy of your disclosure. Please note that we need to verify your original disclosure so copies will not be accepted.

Q. My disclosure has come back and there are no offences on it. What do I do?

If you have received a negative disclosure, you are now DBS cleared.

Q. What happens if I haven't been DBS cleared by the time I should be going on placement?

Unfortunately, if you have not been DBS cleared by the time you are due to go on placement, your placement will be delayed. You should contact your placement programme administrator to discuss your options.

DBS CLEARANCE:

Q. I have had my application rejected due to my DBS declaration/disclosure. Can I appeal against this decision?

Yes. If your application has been rejected due to your DBS declaration/disclosure, you will be sent a letter from Admissions to confirm this. Please follow the instructions on the letter as to how you can appeal and ensure you include as much information as possible to support this. You will receive an outcome letter from the School Executive once a decision has been made