

## **Disclosure and Barring Service (DBS)**

The University is a registered body with the Disclosure and Barring Service (DBS) (formerly the Criminal Records Bureau) and as such conducts criminal records checks for certain staff and students in eligible roles.

### **Contacts**

For students requiring an ID check and their form to be countersigned there is a list of countersignatories (via the link on the left hand side). Please contact the countersignatory relevant to your department.

If your school or department regularly require DBS checks and do not have a countersignatory in place, please contact the Secretary's Office.

For staff checks please contact Human Resources: [recruitment@bristol.ac.uk](mailto:recruitment@bristol.ac.uk)

For general enquiries regarding DBS checks please contact the Secretary's Office on (0117) 394 1830 (Ext. 41830).

### **Guidelines for students on DBS disclosure**

#### **What is a disclosure?**

A disclosure is a document containing impartial and confidential information held by the Police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Disclosure and Barring Service (DBS), an executive agency of the Home Office.

There are three levels of disclosure: Standard, Enhanced and Enhanced with check for Regulated Activity. The level of disclosure will be dependent on the nature of the role.

It is not up to students to decide what level of disclosure will be required; the University will decide the appropriate level of disclosure for the particular programme of study.

Further guidelines for applicants can be found on the DBS website.

#### **Overseas students**

Students from overseas or those who have lived overseas for a substantial period of time should discuss their Disclosure application with the relevant countersignatory. This is due to the fact that the DBS does not generally have access to overseas criminal records.

However, the University has a duty to check students who will be working with children against one or both of the lists held by the Department of Health (those individuals considered unsuitable to work with children) and the Department for Education (those considered unsuitable to work in the teaching profession). Therefore, if you are a foreign national with either a limited or no prior period of residence in the UK the University of Bristol has a duty to check the lists and so a Standard or Enhanced Disclosure will be required.

If, as a foreign national, you have also lived in the UK for a substantial period of time, a disclosure may be required, in addition to any overseas information the University deems necessary.

## **Volunteers**

In order to promote the work of volunteers, Standard and Enhanced Disclosures are issued free of charge. The DBS's definition of a volunteer is: a person who performs any activity which involves spending time, unpaid (except for travelling and other out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

It is the role of the countersignatory to validate whether the position is considered voluntary.

Any student wishing to obtain a disclosure check which has not already been required through either their degree programme or involvement in Student Community Action or Widening Participation activities should contact the Secretary's Office on (0117) 394 1830 or email: legal@bristol.ac.uk.

## **The cost of a disclosure**

The cost of each level of Disclosure is £26 for Standard and £44 for Enhanced. This amount is usually payable by the applicant (ie student) however, due to the large number of applications from students at the University of Bristol, the University has set up a direct payment system with the DBS in order to speed up applications. This means that when students of the University of Bristol call the disclosure application line, there will be no request for payment from the DBS. When your form is ready for countersigning, you will need to contact your countersignatory to ascertain whether or not you need to bring a cheque with you. Cheques for the correct amount made out to the "**University of Bristol**" not the DBS. If you are unsure what level of background check is required please contact your countersignatory.

## **Applying for a disclosure**

There are two ways for students to apply for a disclosure. They are:

### **Telephoning the disclosure application line**

The number to call for the disclosure application line is 0870 90 90 844

When using the telephone route, applicants need to provide the following information to generate the form:

- The 11 digit Registered Body number of the University of Bristol, which is 21708300001
- Their full name and any other name they may have been known by
- Their current home address
- Their date of birth
- The addresses where they have lived during the past five years
- Their date and place of birth
- Their National Insurance number
- Any other information such as passport/driving licence details
- The DBS will then send the form to you in the post for checking and signing.

## **Completing an application form**

Countersignatories at the University of Bristol are able to obtain bulk orders of blank disclosure forms from the DBS. These will be available for collection from countersignatories. A list of

the University of Bristol's countersignatories is available and further guidance on completing the application form is available from the DBS website.

### **Getting your application form countersigned**

Once you have checked and signed your form, you will need to take the form along with the relevant original documents and cheque for £26 or £44 (if required) to your countersignatory so that they can confirm your identity, countersign your form and send it off to the DBS.

The information requested is to ensure that true identity and current address is given.

### **Receipt of disclosure**

You will receive your disclosure in the post and disclosures are usually issued within four weeks.

If you wish to query the accuracy of the disclosure then you should contact your countersignatory and inform them of this. You should then contact the disclosure dispute line on 0870 90 90 778 and ask about dispute procedures.

The DBS is committed to compliance with the Data Protection Act and this means that any information submitted to them will be protected. For more information on Data Protection please go to the DBS website or telephone the DBS information line on 0870 90 90 811.

The University of Bristol complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.