



UNIVERSITY OF  
**LEICESTER**

# **School of Allied Health Professions Disclosure and Barring Service Checks**

**September 2020 Entry**

## Background

The University is required to use the Disclosure and Barring Service (DBS) (formerly the Criminal Records Bureau (CRB)) to carry out an Enhanced Check with 'Barred Lists' check to assess the suitability of applicants to study courses in the School of Allied Health Professions. This is the case for all pre-registration courses.

The Enhanced Check will check for spent and unspent convictions and cautions, plus any additional information held by local police that is reasonably considered relevant to the workforce being applied to (the DBS has three categories of workforce: adult, child and 'other'). The additional check involves the DBS checking against its barred lists (one for people barred from working with vulnerable adults and one for people barred from working with vulnerable children). The Allied Health Professions potentially come into contact with both vulnerable adults and children, so both barred lists will be checked.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure. Filtering is the term that the DBS uses to describe the process which will identify and remove protected convictions and cautions so that they are no longer disclosed on a criminal record certificate issued by the DBS. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

The new intake of students will be sent information on how to apply for a Disclosure and Barring Service Certificate prior to arriving at the University. This will include international students who have been in the UK for over a year.

International students who have not already been in the UK for over a year will be asked to provide a 'Police Check/Good Conduct Letter' from their resident country, which should be handed in during Welcome Week. The letter should specifically confirm the student's suitability to be allowed to work with vulnerable adults and children. Information on the requirements for applying for such a check can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

Applicants are, in any case, required to declare whether or not they have any criminal convictions on their UCAS form and any that have previous or pending convictions must contact the School in writing. Please use the email address relevant to the course you have applied for:

Midwifery with Leadership - [midwifery@le.ac.uk](mailto:midwifery@le.ac.uk)

Nursing with Leadership - [nursing@le.ac.uk](mailto:nursing@le.ac.uk)

Operating Department Practice - [odpeducation@le.ac.uk](mailto:odpeducation@le.ac.uk)

Physiotherapy - [physiotherapy@le.ac.uk](mailto:physiotherapy@le.ac.uk)

Applicants must answer any questions on this subject on the UCAS form correctly and make any such background known to the School as soon as they are asked for an interview. This allows the School to make any further enquiries without delaying the application process.

If a criminal conviction or caution is declared the applicant will be asked to provide full details initially to the programme admissions tutor, who in cases of more serious situations will refer the matter to the Fitness to Practice process. In general, minor offences committed some time ago and when an applicant was young are not normally a barrier to studying in the School of Allied Health Professions, provided they were an isolated event and the applicant is completely open about them from an early stage.

Students **must** declare any subsequent cautions and convictions (including pending cases) that may have arisen following the submission of their application or that occur at any time during their studies at the University.

Students will be required to declare, on an annual basis, that they are in good health and have good character, and inform the School if they have been convicted of (or cautioned about) a criminal offence since the initial declaration and screening at the time of entry onto the programme.

### **Applying for a DBS Certificate**

The University of Leicester uses an online application system for the Disclosure and Barring Service, via a third party (GBG Online Disclosures). Details on accessing the system are sent to students in August and they are expected to complete the application form and the document verification process prior to arriving at the University (the DBS check itself does not have to have been received by the start of the term). Verification of identity documents is carried out at Crown Post Offices (a list of which appears on the GBG webpages).

The University will bear the cost of the DBS application fee for students commencing courses from September 2020 onwards.

The School of Allied Health Professions will not accept any previously issued DBS Certificates, no matter how recently applied for. Where an applicant has signed up for the DBS Update Service, the original Certificate must be brought to the School Office to ensure it was fully enhanced and included both barred lists checks: if the original Certificate cannot be provided, then the applicant will need to do complete a new DBS check.

The Certificate is sent to the student and the School of Allied Health Professions does not receive a copy but is notified that the Certificate has been issued. The notification either informs the School that there were no issues found or that it needs to contact the student and ask to see the Certificate. Students must ensure they retain their Certificate.

If an issue was found by the DBS Check but it is one the student has previously declared and it has already been considered by the admissions tutor and/or Fitness to Practise process, no further action will be taken. The School of Allied Health Professions will take seriously any instances of issues being raised through the DBS process that were not previously declared. The Fitness to Practise process will then need to consider both the initial issue as flagged by the DBS process and the integrity of the student for having failed to declare it.

The University does not require renewal of the DBS certificate during the course. However, renewal will be required if you choose to join the employment Bank at the trust as a Healthcare Assistant during the course. For that reason students are advised to consider registering for the DBS Update Service. The DBS Update Service attracts a reduced annual subscription charge of £13 and is the most cost effective way to keep a DBS certificate up to date. More information is available online: <https://www.gov.uk/dbs-update-service>. Please note that because the DBS Update Service is not a mandatory course requirement the cost of that service would be incurred by the student.

### **Duty to Refer**

The Safeguarding Vulnerable Groups Act 2006 places a legal duty on employers and personnel suppliers to refer to the DBS any person who has:

- Harmed or poses a risk of harm to a child or vulnerable adult;
- Satisfied the harm test; or
- Received a caution or conviction for a relevant offence.

The DBS then makes a decision on the basis of the referral (or a number of referrals about the same individual, indicating a pattern of behaviour) as to whether that person should then be placed on one or both of the Barred Lists.

Further changes to the legislation mean that the system now works on the basis of 'regulated activity' with adults and/or children (and not by a definition of vulnerability for individuals). Healthcare counts as a regulated activity.

As an educational institution that makes arrangements with a person with a view to supplying that person to employers to undertake regulated activity, the University therefore has a duty to refer students on courses in the School of Allied Health Professions.

There are two main conditions that need to be met to determine when a referral should be made:

1. Permanent removal from the regulated activity (this includes a student that withdraws before going through a Fitness to Practise hearing, as well as those who are terminated in the light of any such process).
2. The referring party thinks that the person has either:
  - Engaged in relevant conduct (i.e. conduct that endangers - can include verbal or financial abuse, or harm by omission)
  - Satisfied the harm test (the fear that they may do something, because of serious concerns regarding behaviour, likely to cause harm in the future)
  - Received a caution for, or been convicted of, a relevant offence.

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Students should therefore be aware that the University has a duty, in law, to refer any events that can be considered as meeting the above conditions to the Disclosure and Barring Service.

The DBS has a form that needs to be completed to make any such referral. The form will be downloaded and sent to the DBS by Registered Post.