Appendix 1: Check approval form

Disclosure and Barring Service Checks

The purpose of this form is to identify that the check is required, the level of the check and whether checks on adult and child barred lists are required.

Where it is considered that a role or course requires a DBS check, the following form must be completed and authorised before the check is undertaken. Any queries about DBS should be directed to HR or the University Secretary as the Lead Signatory as appropriate.

1. **Reason for the check**

State why you consider a check is necessary:

1. **Working with children**

Generally, regular work with children or work in schools will require an Enhanced DBS with a Childrens’ Barred List check.

Does the role involve regulated activity with children? If yes, state what this is in reference to from the [Government guidance](https://www.gov.uk/government/publications/dbs-workforce-guidance) and the guidance provided by the Department of Education.

Does the role require unsupervised activities which take place once a week or more than 4 times in a 30 day period: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children?

Does the role require supervision of someone providing the above?

Does the role require working in a school, children’s homes, childcare premises?

If the answer is no to the above, please provide other justification

If the answer is yes to any of the above, an enhanced check will normally be required with a check against the **childrens’ barred list**.

1. **Working with adults**

In general, only those providing personal care to students or health related care or are a professional in a profession exempt from the Rehabilitation of Offenders Act (1974) are likely to require to have an enhanced check with a Adults’ Barred List check.

Does the role require involve regulated activity with adults? If yes, state what this is in reference to from the [government guidance](https://www.gov.uk/government/publications/dbs-workforce-guidance) and also the [Department of Health Guidance](https://www.gov.uk/government/publications/new-disclosure-and-barring-services). If no, please provide other justification.

1. **Other requirements**

Are there other requirements for the role not covered above which mean that a check is required?

Please confirm that you have used the eligibility checking tool provided by [DBS](https://www.gov.uk/find-out-dbs-check) to establish if a check is required for the job role and what type of check needs to be carried out.

Name (print):

Job Title:

Date:

School/Department:

**OFFICE USE ONLY (Checked by HR/Lead Signatory):**

Name (print):

Job Title:

Date: