Disclosure and Barring Service (DBS) checks overview. ****

You may need to check someone’s criminal record if they apply:

* for certain jobs or voluntary work, e.g. working with children or in healthcare
* to foster or adopt a child

The Student Registry is responsible for student DBS checks. The HR Department carries out DBS checks for University staff.

The College, Department or Student will inform the Student Registry which type of check is required:

* **Standard** £23 from 01.10.2019, this checks for spent and unspent convictions, cautions, reprimands and final warnings.
* **Enhanced** £40 from 01.10.2019, this includes the same as the standard check plus any additional information held by local police that’s reasonably considered relevant to the role being applied for.

Payment must be made via the Cambridge online store by the applicant before we can send the completed application to the DBS to be processed.

3 original proof of identity documents must be provided before a check can be made. In addition to this the Student Registry checks details on CamSIS to confirm that they are either a prospective or current student.

Checks administered by the Student Registry fall into 1 of 4 categories; Pre-Clinical Medicine or Veterinary Medicine courses, PGCE courses, Graduate students and all other students. Part of the administration for Med/Vet and PGCE checks is completed by the college or department.

Applicants who haven’t lived in the UK are required to complete and sign a Self-Declaration form and supply a local Police Clearance Certificate in place of the DBS check. Students who have spent a period of 6 months or more abroad in the past 5 years are required to supply this information in addition to the UK DBS check.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer to decide if and when a new check is needed.

The DBS will take up to **4 weeks** (longer during peak periods)

to process the application

The DBS will send one copy of the Enhanced Disclosure Certificate to the applicant. The applicant then has the following options:

**University of Cambridge student DBS procedure**

The College/Education sends the application form to the Student Registry, for final checks and completion of **Section Y**. We then forward to the DBS

DBS application pack issued to student after request received

Students return the completed DBS application form, together with documentary identification evidence to their prospective College Tutorial Office (Medics and Vets), Faculty of Education or the Student Registry

**OPTION 2:**

Send the Disclosure Certificate to the Student Registry

The applicant sends their certificate to the Student Registry, a copy is made and the original is sent back to the applicant

**OPTION 1:**

Subscribe to the DBS Update Service within 14 days of receiving their DBS cetifictate

The applicant then informs the Student Registry of their Certificate Disclosure Number. The Student Registry uses this to check the status of the Disclosure, online

All original identification documents are returned to the applicants. Copies are retained by the College/Education/Student Registry in case the DBS has any queries at a later date

If the DBS have any queries concerning the application, they will contact the Student Registry.

The College or Faculty of Education may then be contacted to answer any questions

When the Student Registry either has seen the original Disclosure Certificate or checked the status online, the prospective College/Department will be informed of the result

The College, Education or the Student Registry checks the form and completes **Sections** **W** and **X**