



an enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences. An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

an Enhanced check with barred list information:

- Children's Barred List information is only available for those individuals engaged in regulated activity with children and a small number of posts listed in the Police Act Regulations 1997, for example prospective adoptive parents;
- Adult's Barred List information is only available for those individuals engaged in regulated activity with adults and a small number of posts listed in the Police Act Regulations 1997.

Children's and Adult's Barred List information is only available for those individuals engaged in regulated activity with both sets of groups and a small number of posts listed in the Police Act Regulations 1997.

3. Policy Statement

3.1 The University complies fully with the DBS Code of Practice. All a



based applications signed by a University Countersignatory will when complete be sent to the DBS by the University using recorded delivery. The applicant may check the status of their DBS application online via the online DBS Platform, by logging in and tracking the application.

4.3 Information contained in a disclosure will be considered and a decision will be made about appointment, place or offer of a place is to be confirmed, withdrawn or subject to an interview. For prospective students and enrolled students any disclosure containing criminal records information will be reviewed by the relevant Head of School/Dean of Faculty, for prospective employees or existing staff, the Executive Director of HR or relevant HR Business Partner will undertake the review
Line Manager.

4.4 Candidates who have a conviction but meet the criteria for the relevant course or job will not necessarily be barred and further information will be requested or an interview will be arranged to discuss the nature of the criminal record with the applicant. During the interview, the applicant should attempt to give a full account of the circumstances of the offence(s) and their efforts to avoid re-offending.

4.5 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through the DBS check, the University will consider the following (non-exhaustive) factors before reaching a decision on whether to permit the applicant to commence employment or study:

- whether the conviction or other matter revealed is relevant to the position or course in question;
- the seriousness of any offence or other matter revealed;



4.7 Students may be suspended, suspended pending investigation or withdrawn from the course if the University determines that the DBS disclosure is unsatisfactory, if they refuse to obtain a disclosure where one is required for a placement or if they refuse



Where possible the certificate must be provided before the course/placement/employment is due to start.

5.7



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Disclosure and Barring Service
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

13. Equality Impact Assessment

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment. All University policies are subject to periodic review under the equality impact assessment process.

14. Related Policies and Procedures

- Data Protection Policy
- Equal Opportunities Policy
- DBS Data Storage Policy
- Admissions Policy
- Procedure for the support of Under 18s
- Recruitment Policy
- Safeguarding Policy and Procedure

15. Monitoring and Review

15.1 Overall responsibility for policy implementation rests with the Deputy Student Services Manager as Lead Countersignatory or successor in title. However, all staff and/or students are obliged to adhere to, support and implement this policy.

15.2 This policy will be reviewed annually or in line with changes to relevant legislation.

16. Dissemination of and Access to the Policy

16.1 All University policies, once approved will be held electronically in a document repository on the University intranet (Policy Zone).



TITLE OF POLICY Disclosure and Barring Service Policy	
Policy ref:	
Version number	4
Version date	08/02/2022
Name of Developer/Reviewer	Student Services Team Leader (Countersignatory)
Policy Owner (Group/Centre/Unit)	Student Services
Person responsible for implementation (post holder)	Deputy Student Services Manager
Approving committee/board	
Date approved	06 th April 2017
Effective from	06 th April 2017
Dissemination method e.g. website	Website
Review frequency	Annual
Reviewing committee	Deputy Student Services Manager (Lead Countersignatory), Student Services Team Leader (Countersignatory) and Human Resources.
Consultation history (individuals/group consulted and dates)	Consultation with HR in 2016 and 2021 Consultation with Heads of School and Recruitment and Admissions in 2021.
Document history (e.g. rationale for and dates of previous amendments)	February 2022, update to role and Lead Countersignatory.



Appendix 1

DBS Eligibility Flow Charts

The flow chart and supporting guidance is designed to enable you to identify:

- 1) if a check is required, and
- 2) if it is, what type of check is appropriate

The definitions provided in this document are to establish eligibility for a DBS check.

Step One

To determine if the individual meets the post September 2012 definition of Regulated Activity for Children and or Adults first use Diagram One for Children and Diagram Two for Adults



Diagram Two



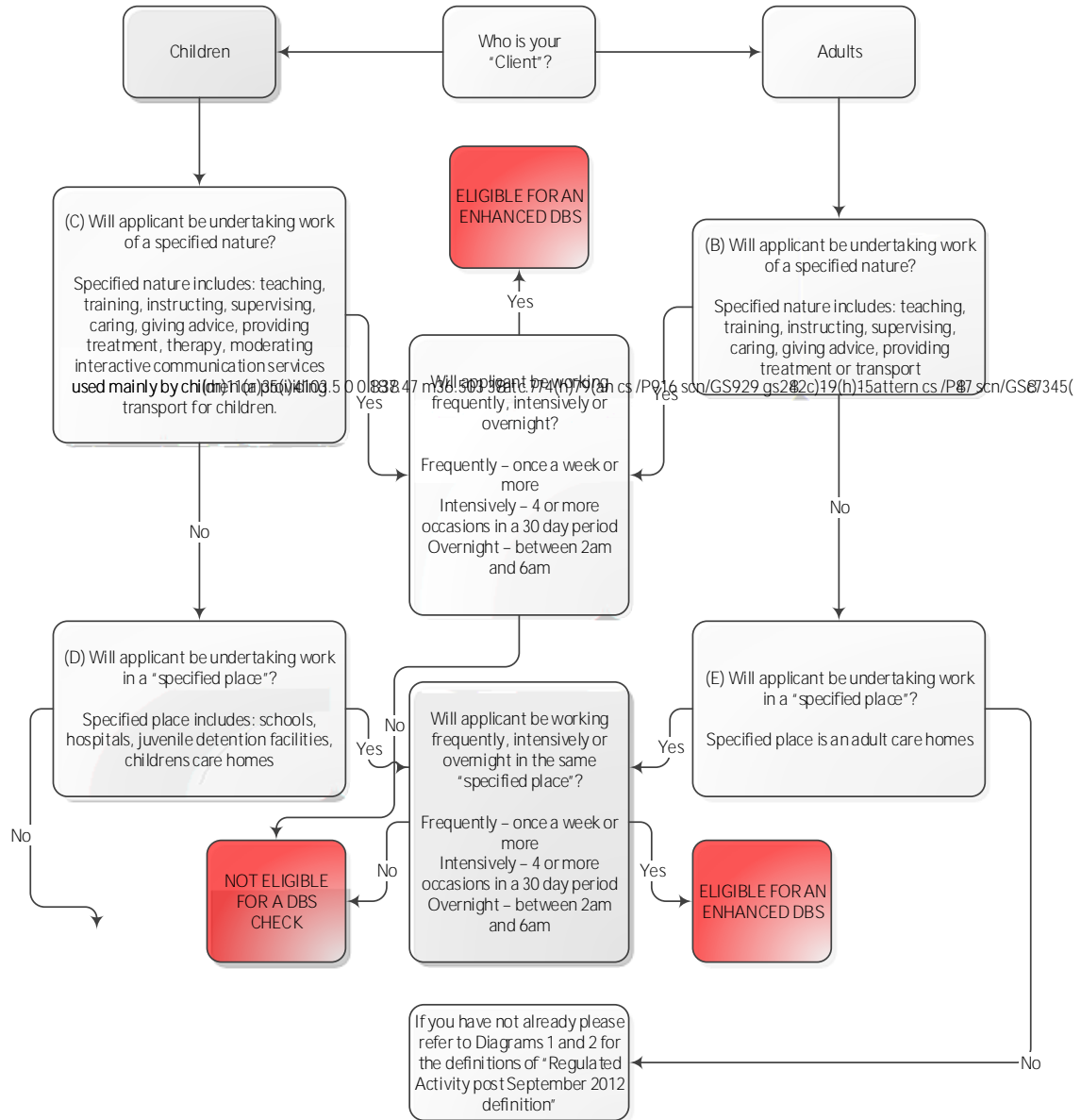
Regulated Activity relating to Adults (Post September 2012 Definition)

Regulated activity relating to adults identifies activities which,



Diagram Three

Regulated Activity (Pre September 2012 definition)



Important

Where the activity is occurring in a specified place, it is only regulated activity if it is frequent or intensive in the same specified place i.e. the same school.

Supervision

The precise nature and level of supervision will vary from case to case. This means that organisations must ensure that supervision in place is sufficient, in their judgement, to provide reasonable assurance for the protection of the children concerned. Organisations should communicate





Appendix Two

Definitions, Important Information and further sources of Information

What is the definition of young people / children?

A person who is under the age of 18.

What is regulated activity in relation to children?

In summary regulated activity relating to children is defined as work that a barred person must not do. It is as follows:

Category 1:

Teaching, training, instructing, caring for or supervising children in an unsupervised capacity;

Providing advice/guidance on well-being to children in an unsupervised capacity;

Driving a vehicle for children only in an unsupervised capacity;

more days in a 30-day period.

Category 2:

Relevant personal care e.g. washing or dressing a child; or healthcare by or supervised by a professional, even if done only once

Registered childminding

Foster carers.

A DBS check is not required in respect of the activities in categories 1 and 2 if the person undertaking these activities:

is supervised at a reasonable level (refer to guidance on supervision).





https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf



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