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## Workforce Disclosure and Barring Service Check Policy

### 1.0 SCOPE AND PURPOSE

- 1.1 Bournemouth University is committed to safeguarding its community and all children and vulnerable adults in so far as they are engaged in university-related activities and services.
- 1.2 In accordance with the University's [Safeguarding Policy](#), safer recruitment practices are in place to ensure that all staff involved in regulated activity are subject to an appropriate Disclosure and Barring Service (DBS) clearance.
- 1.3 This policy and procedure sets out the approach that the University will take to undertaking DBS checks when recruiting employees and volunteers to posts involving work with children and/or vulnerable adults, including our legal obligations.
- 1.4 The University is committed to safer recruitment and will take steps to ensure that individuals who are unsuitable to work with children or vulnerable adults will not do so. The University will carry out appropriate vetting and criminal record checks including DBS checks at the appropriate level. DBS checks assist in making safer recruitment decisions; however a check is just one part of our recruitment process. Further information on how to undertake compliant and safe recruitment is available in the university [Recruitment and Selection Procedure](#). Further, the University provides all managers who recruit to roles that support the apprenticeship provision with specific [Safer Recruitment training](#) in respect of our obligations as a provider.
- 1.5 The policy aims to:
  - Promote and prioritise the safety and wellbeing of children, young people and vulnerable adults and the BU community generally.
  - Ensure that everyone understands their roles and responsibilities in respect of safeguarding in so far as it relates to DBS checks.
  - Prevent the employment of individuals in work with children and/or vulnerable adults where they have been barred by the DBS or are deemed by the University to pose an unacceptable risk to vulnerable groups.
- 1.6 This policy and procedure apply to employees, contractors, honorary individuals, prospective employees and volunteers.
- 1.7 Throughout the policy the following definitions apply. A **child** is anybody under the age of 18. For the purpose of a DBS check, an adult (a person aged 18 or over) is classed as a **vulnerable** if they have, or may have a mental or physical disability or illness, and are receiving one of the following services: healthcare, relevant personal care, social care, assistance in relation to household matters by reason of age, illness or disability, assistance in the conduct of their own affairs or conveying (due to

age, illness or disability). Detailed definitions of the 'services' noted above can be found in the [Guide to Adult Workforce Roles for Registered Bodies and Employers](#); which includes confirmation that 'health care' is the provision to an adult of health care by, or under the direction or supervision of, a health care professional, and includes all forms of health care provided for individuals, whether relating to physical or mental health and also includes palliative care and procedures that are similar to forms of medical or surgical care but are not provided in connection with a medical condition. A health care professional is a person who is a member of a profession regulated by a body mentioned in section 25(3) of the National Health Service Reform and Health Care Professions Act 2002". Further that relevant 'personal care' means a) physical assistance, given to a person who is in need of it by reason of age, illness or disability, in connection with (i) eating or drinking (including the administration of parenteral nutrition), (ii) toileting (including in relation to the process of menstruation), (iii) washing or bathing, (iv) dressing, (v) oral care, or (vi) the care of skin, hair or nails, b) the prompting, together with supervision, of a person who is in need of it by reason of age, illness or disability in relation to the performance of any of the activities listed in paragraph (a) where the person is unable to make a decision in relation to performing such an activity without such prompting and supervision, or c) any form of training, instruction, advice or guidance which (i) relates to the performance of any of the activities listed in paragraph (a), (ii) is given to a person who is in need of it by reason of age, illness or disability, and (iii) does not fall within (b) above".

- 1.8 It is recognised that adults who meet one or more of the criteria noted within 1.7 may not be vulnerable or at risk at all, or all of the time given that health conditions can vary over time.
- 1.9 As the University is required to comply with the Apprenticeship Health and Safety Legislation (including [Safeguarding Vulnerable Groups Act](#) and The Further Education (Providers of Education Regulations), any **High Needs Apprentice**, is deemed as a 'child' for the purpose of the Act/Regulations. A High Needs Apprentice is defined as "an Apprentice aged 16 to 18 with high levels of Special Educational Needs and Disability (SEND), supported with top-up funding from the high needs budget" or "any young person aged up to 25 subject to an Education Health and Care Plan who requires additional support costing over £6,000". Student Services are responsible for identification of High Needs Apprentices and ensuring the appropriate safeguards are in place.
- 1.10 This policy complies with the [Code of Practice for Registered Persons and Other Recipients](#) of DBS check information in relation to convictions and cautions issued under section 122(2) of the Police Act 1997. The code is there to ensure organisations are aware of their obligations that the information released will be used fairly. The code also ensures that criminal offence information, disclosed by the DBS is handled and stored appropriately and is kept for only as long as is necessary.
- 1.11 This policy takes into consideration the guidance outlined in:  
[Keeping Children Safe in Education \(KCSIE\) 2023](#)  
[Safeguarding Vulnerable Groups Act 2006](#)
- 1.12 A copy of this policy is available on the [staff intranet](#) and to prospective employees on our [jobs website](#).
- 1.13 Human Resources has responsibility for ensuring that this policy and procedure is understood and that DBS checks are carried out for relevant staff. Faculty / Service

leadership and Line (Recruiting) Managers have responsibility for ensuring that it is adhered to. Please see the [Recruiting Managers responsibilities](#) guidance and section 4 below for more information and support.

- 1.14 This policy and procedure will be monitored and reviewed annually and/or amended considering legislative changes and organisational requirements as appropriate.

## **2.0 PROCEDURE**

### **2.1 Disclosure of Criminal Convictions**

2.1.1 It is BU's policy to require all prospective employees to disclose any 'unspent' criminal convictions as part of our pre-employment checking process. Under the Rehabilitation of Offenders Act (ROA) 1974 a person convicted of a criminal offence is not required to disclose details to prospective employers of any convictions which are deemed to be 'spent' under the Act. There are some exceptions to the general principle that spent convictions do not have to be declared.

2.1.2 The University's Suitability Statement on the Recruitment and Employment of Ex-Offenders is available on the [Staff Intranet](#) and [jobs website](#).

### **2.2 Disclosure & Barring Service Checks**

2.2.1 It is BU's policy to assess roles and responsibilities and only require a DBS check where we are legally entitled based the tasks being Regulated Activity. The university must make all reasonable endeavours to ensure that we only submit DBS check applications in accordance with the legislative provisions which provide eligibility criteria for relevant positions or employment. Access to Standard, Enhanced, and Enhanced with Barred List(s) DBS checks is only available to employers who are entitled by law to ask an individual to reveal their full criminal history, including spent convictions (excluding [protected cautions and convictions that will be filtered from a criminal record check](#)). This is known as asking 'an exempted question'.

2.2.2 An exempted question applies when the individual will be working in specific occupations, for certain licenses or specified positions. These are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Knowingly requesting a higher-level check than the legislation allows is unlawful and could be a breach of the Data Protection Act 2018 and other relevant legislation.

2.2.3 The University has processes in place to check the suitability of staff whose duties and responsibilities involve regular contact or supervision of children, young people or adults who may be vulnerable. The University is committed to seeking to ensure that appropriate suitability checks are carried out in relation to staff including criminal record checks and other checks where appropriate.

2.2.4 If a particular role requires a DBS check, this must be clearly stated on the job description and advertisement.

2.2.5 Where agency workers supplied by a third party are involved, then the University will require the third party to undertake the necessary checks on the worker (where the role requires satisfactory clearance).

2.2.6 Where contractors are engaged on University Terms of Business, any requirement in respect of undertaking and verifying any necessary checks will be contained within the Agreement Letter.

2.2.7 There is no official expiry date for a criminal record check issued by DBS. Any information revealed on a DBS certificate will be accurate at the time the certificate was issued.

2.2.8 Anyone handling DBS disclosure information are committed to storing and handling it securely in line with the Data Protection Act and the DBS Code of Practice. Where this relates to Staff Disclosures, information will be stored, handled and retained in accordance with the requirements of the [Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information](#).

## 2.3 Types of DBS check

2.3.1 There are three types of disclosure and barring checks available – standard, enhanced and enhanced with barred list check. Generally, at BU, enhanced checks and enhanced with barred list checks will be used. An enhanced check includes spent and unspent convictions, cautions, reprimands, final warnings, and any additional information held by local police considered relevant. An enhanced with barred list check is the same as an enhanced check, but also includes a check of the DBS barred list(s) of people who have been barred from working with children and/or vulnerable adults.

## 2.4 DBS Check Eligibility

2.4.1 The DBS provide [eligibility guidance](#) to help determine what types of roles (Regulated Activity) are eligible for a DBS check. As a general position, eligibility to apply for a DBS check is not based on the job title but is established by looking at the activities and responsibilities carried out by each individual role, and the frequency of the activity.

2.4.2 Line Managers should be aware which of their roles are likely to require a DBS check. An indicative list of posts at the University which are subject to an enhanced DBS check or an enhanced with barred list check is provided in Appendix 1. This is not an exhaustive list but should assist colleagues to identify posts for which a DBS check is required. The list also includes organisational roles that might be responsible for regulated activity.

2.4.3 If it is unclear if a post requires a DBS check, this [online eligibility tool](#) can be used to find out. Answer all the questions about the job requirements and you will be provided with an assessment outcome that confirms if we may undertake a check, the level of check and if this is with or without a barred list check. The eligibility tool is not intended to act as legal advice and does not cover every role

2.4.4 Where a DBS check may be required, the Line Manager should complete the university the [DBS Check Form](#) (Appendix 2) and send it to [hrenquiries@bournemouth.ac.uk](mailto:hrenquiries@bournemouth.ac.uk). Normally the request for a DBS check is provided at the same time as the Establishment Control Form is submitted in order to initiate recruitment. The cost of undertaking a DBS check is charged to the relevant Faculty or Service.

2.4.5 Linked to 2.4.4, for existing staff members, Line Managers should be mindful that a change in activity and/or responsibility, may trigger a requirement for a DBS check. Typical changes where this might be the case include workload allocation for academic staff on apprenticeship provision, internal appointments/secondments and changes to job descriptions. Line Managers should follow the steps outlined in 2.4.3 and 2.4.4 above, should there be a potential requirement to complete a DBS check.

- 2.4.6 As part of the creation of a new post and drafting of the job description, the potential requirement for a DBS check is included within the job description template.
- 2.4.7 Where a check is required, Human Resources will liaise with our DBS check provider, Atlantic Data, to determine whether the duties of the post meet the criteria for BU to legally request a DBS check. The DBS check provider has a responsibility to verify our requests and if they do not accept that the role meets the DBS threshold, they will reject our request.
- 2.4.8 For posts requiring a DBS check, no candidate will be permitted to commence employment with the University until the satisfactory completion of the DBS check, that is unless the relevant activity is temporarily removed/not required until such a time that the satisfactory check is in place, or that we have accepted a previously-issued DBS check, whilst awaiting the outcome of a BU initiated application (see 2.4.10 below).
- 2.4.9 Not all criminal convictions will be a bar to employment at the University. The results of a DBS check will be considered on an individual basis and the University will seek to discuss any matter revealed on a DBS certificate with the successful candidate before withdrawing a conditional offer of employment.
- 2.4.10 The university may accept a previously-issued DBS check, whilst awaiting the outcome of a BU initiated application. In making this decision, the University will consider that the applicant's criminal record or other relevant information may have changed since its issue. The level of check and workforce must be the same as required by the university.

## 2.5 **Process for DBS checks**

- 2.5.1 Full detail of the process of DBS checks is available in the [DBS Line Managers Guidance](#) which is available on the intranet.
- 2.5.2 BU uses a third party DBS check provider, Atlantic Data, to process our DBS applications online. Once the DBS check has been carried out, the DBS will send the DBS certificate to the successful candidate. HR Services will contact successful candidates to arrange for the original DBS certificate to be brought into the University.
- 2.5.3 The DBS Update Service allows people to keep their DBS Certificate up-to-date and take it with them from role to role, within the same workforce (adult, child or child and adult), where the same type and level of check is required. Where the successful candidate is a member of the update service, the University may carry out a status check on the current DBS certificate instead of applying for a new DBS check, where it is appropriate to do so.
- 2.5.4 Where the successful candidate has a substantial period of overseas residence, the University may require a criminal record check or certificate of good conduct (issued by the police in the country of residence) instead of, or in addition to, the DBS check. The DBS cannot access criminal records held overseas, so a DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK. If recruiting from overseas, the university may check an individual's overseas criminal record, via the embassy or High Commission of the country in question. The university will obtain a minimum of two employment references covering the

preceding two year period. The University must make sure that all relevant information is available to make a safer recruitment decision.

## **2.6 Offers of employment**

- 2.6.1 An offer of employment for a post involving work with children and/or vulnerable adults will be conditional on satisfactory completion of a DBS check. Where the successful candidate refuses to agree to an application to the DBS or a DBS check is completed but the successful candidate refuses to allow the University to see the DBS certificate, the candidate will be treated as not having satisfactorily completed pre-employment conditions for employment.

## **3.0 DATA PROTECTION**

- 3.1 Any information received as part of this process will be treated as highly confidential and in line with our [Security, Storage and Retention and Disposal of Disclosures and Disclosure Information](#) and the [Data Protection Policy](#). Access to any documents concerning such information will be strictly restricted to those who require it as part of their duties. Documents will only be retained for a reasonable period following which they will be destroyed as confidential material in line with DBS guidance.
- 3.2 The [Staff and Applicants Privacy Notice](#) sets out how we may use a DBS applicant's data. The notice gives more information about how we process data and comply with the data protection legislation, including details of an individual's rights under the legislation to request access to the data we hold and to correct any inaccuracies.
- 3.3 When a DBS applicant submits a completed E-Application they will be required to confirm that they have read and understood the information in the Staff and Applicants Privacy Notice. In addition the DBS Standard and Enhanced Check Privacy Policy for Applicants sets out how the DBS Service processes personal and special category data.

## **4.0 FURTHER INFORMATION AND TRAINING**

- 4.1 Further information about safeguarding is available in the [Safeguarding Policy](#) and [Safeguarding Policy for Apprenticeships](#).
- 4.2 Related Policies, procedures and guidance are available:

[DBS Check Request Form](#)  
[DBS Guidance for Line Managers](#)  
[Recruiting Managers responsibilities](#)  
[Safeguarding webpage](#)  
[Safeguarding Policy](#)  
[Safeguarding Policy for Apprenticeships](#)  
[Security, Storage and Retention and Disposal of Disclosures and Disclosure Information](#)  
[Suitability Statement of the Recruitment of Ex-Offenders](#)  
[Vulnerable and Potentially Vulnerable Groups Policy](#)



4.3 The following training courses and resources are available:

[Managing Recruitment and Selection](#) - this workshop has been designed to provide a procedural and legal framework for recruitment and selection. This workshop is mandatory to be able to Chair interview panels.

[Managing Safer Recruitment – BU Apprenticeships](#) - This online module is designed to provide a procedural and legal framework for safer recruitment in accordance BU's degree-level apprenticeship provision. This module is mandatory for any manager involved with recruiting staff who engage in BU's degree-level apprenticeship provision.

[Managing Safer Recruitment Q&A session](#) – this question and answer session is specific to our degree-level apprenticeship provision. It aims to provide the opportunity for managers to clarify any aspect of their responsibilities in relation to safer recruitment, the BU [Single Central Record](#), Disclosure & Barring Checks or ongoing safeguarding.

4.4 Further resources:

[DBS Check Eligibility Guide](#)

[DBS Guide for Applicants](#)

[DBS Guide for Employers](#)

[DBS Standard and Enhanced Check Privacy Policy for Applicants](#)

[DBS Update Service](#)

## Appendix 1 - Example Roles requiring a Disclosure and Barring Service (DBS) check

The University is only permitted and required to carry out a DBS check for roles engaged in regulated activity or otherwise identified in relevant legislation, [as prescribed in the DBS guidance on types of criminal records check](#).

The list below provides examples of the types of roles across the University that **may** require a DBS check. This list is not exhaustive.

Where a role has some limited, short-term or supervised contact with children or adults in a vulnerable situation (for instance summer schools, undertaking normal teaching duties or carrying out standard outreach activities) this is unlikely to meet the definition of regulated activity and so would not be subject to a DBS check.

If a role is not covered by the list below, or you require further clarification on whether a role falls within the requirement for a DBS check, then please check the activities using the [DBS online eligibility tool](#).

Post Title	Activity	Level of Check
Clinical – Academic or Research	Any regulated activity in the role relating to clinical work carried out as part of an honorary contract with an NHS organisation, in which case the NHS employer will carry out the DBS check. Otherwise, only roles that involve regulated activity undertaken as part of their duties, assessed on a case-by-case basis (and direct line manager/ supervisor), or where the DBS check is required in order to obtain an NHS Research Passport.	Enhanced with Adult/Child Barred List
Academics delivering on Apprenticeship provision	High Needs Apprentice present	Enhanced
Academics delivering on Apprenticeship provision	Group teaching / delivery	Not Applicable
Academics delivering on Apprenticeship provision 1:1 unsupervised	At least once a week (or 3 or more times in a 30 day period)	Enhanced
Academic - *frequent and unsupervised	Child and Young Person Nursing - Teaching, training, instructing, caring for or supervising children. Personal care involving helping ill or disabled children with eating or drinking, or helping ill, disabled or young children with washing, dressing or going to the toilet; prompting and supervising a child with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks. Health care provided by, or under the direction or supervision of a regulated health care professional	Enhanced with Child Barred List



Academic - *frequent and supervised	As above	Enhanced
Academic – not frequent and unsupervised	As above	Enhanced
Academic	Providing health care to elderly, ill or disabled adults	Enhanced with Adult Barred List
Academic	Undertaking social work with elderly, ill or disabled adults	Enhanced with Adult Barred List
Academic	Those who are formally designated as undertaking teaching, training or instruction, care or supervision of students aged under-18.	Enhanced with Child Barred List
Academic	Working as a volunteer in a specified place with the opportunity for contact with children and is unsupervised.	Enhanced
Academic	Working as a volunteer in a specified place with the opportunity for contact with vulnerable adults and is unsupervised.	Standard
Lecturer Practitioner	Teaching, advising or guiding adults, for example giving therapy. Personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.	Enhanced
Researcher in a clinical setting	Healthcare provided by, or under the direction/supervision of a regulated health care professional.	Enhanced with Barred List
Field work	Roles that involve regulated activity (and direct line manager/ supervisor), assessed on a case -by - case basis, or where the DBS check is required in order to obtain an NHS Research Passport.	Enhanced or on occasion Barred List
ALS Team, Disability and Mental Health support roles, Wellbeing support and counselling (and direct line manager/ supervisor)	Personal wellbeing, emotional and educational advice & guidance. Frequent contact with vulnerable adults and includes giving emotional advice	Enhanced with Adult Barred List
Sports Coach (Kids Camp, TeamBU Juniors and CoachBU)	Sports coaching, advice & guidance. Frequent contact with children and includes giving physical advice to children	Enhanced with Child Barred List
SportBU TASS	Individual personal wellbeing, emotional and educational advice & guidance. Frequent contact with children and includes giving emotional advice	Enhanced with Child Barred List
Academy of Performance Coaching Coordinator	Engaged in work for, or in connection with, the purposes of a specified place (i.e. school, nursery, children's centre or home, detention service, young offender institution or childcare premises) with the opportunity for contact with children.	Enhanced with Child Barred

Outreach and Widening Participation (and Direct line managers/supervisors of the roles)	Widening Participation Roles where there is regular contact with children Student recruitment/widening participation/Summer School staff: who are regularly visiting schools/colleges and are involved with children's activities	Enhanced
Relevant roles for the purpose of the BU Controlled Drugs License, such as Controlled Drug Compliance Officer and Authorised Witness for the Destruction of Controlled Drugs	Safe, appropriate, and effective management of Controlled Drugs in accordance with statutory requirements in areas of research and teaching activity.	Enhanced
Personal Alcohol License	For the purpose of selling alcohol at university venues	Enhanced

\*Frequently:

- \*working with adults receiving care once a week or more
- working with adults receiving care for more than 3 days in any 30 day period  
ever working with adults receiving care overnight (between 2am and 6am)

## Appendix 2 - Disclosure and Barring Service (DBS) Check Request Form

<b>Job Title of the position to be assessed</b>	
<b>Post Number of the position to be assessed</b>	
<b>Faculty/Service</b>	

Before completing this form please read the following:

[Policy for Protection of Vulnerable People](#);

[Suitability Statement of the Recruitment and Employment of Ex-Offenders](#); and

[Secure Storage and Retention and Disposal of Disclosures and Disclosure Information](#)

### Section A – Eligibility criteria

1. Please review the tables below and indicate all types of activity, frequency and level of supervision to be undertaken:

2.

<b>Regulated activity with children (under 18) or working in a school</b>			
<b>Type of Activity</b>	<b>Tick</b>	<b>Frequency and Supervision</b>	<b>Tick</b>
Teaching, training, instructing, caring for or supervising children or providing advice/guidance on wellbeing or driving a vehicle solely for children.		This is on a regular [1] basis.	
		This is not supervised [2].	
Engaged in work for, or in connection with, the purposes of a specified place (i.e. school, nursery, children's centre or home, detention service, young offender institution or childcare premises) with the opportunity for contact with children.		This is on a regular [1] basis.	
Working as a volunteer in a specified place (see above) with the opportunity for contact with children.		This is on a regular [1] basis.	
		This is not supervised [2].	
Personal care involving helping ill or disabled children with eating or drinking, or helping ill, disabled or young children with washing, dressing or going to the toilet; prompting and supervising a child with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.		This only needs to be on one occasion to be regulated activity.	N/A
Health care [3] provided by, or under the direction or supervision of a regulated health care professional.		This only needs to be on one occasion to be regulated activity.	N/A

*Regulated activity with children (under 18) or working in a school note:*

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[1] Regular means carried out by the same person frequently on 3 or more days/times in a month or overnight between 2am and 6am where there may be face-to-face contact with children and the work involves teaching, training, supervising, advising, guiding or caring for children.

[2] Supervised means regular and day-to-day supervision by someone.

[3] Health care includes all forms of health care relating to physical or mental health, working with patients without supervision by a healthcare professional, for example reception staff, caterers, cleaners, volunteers. Psychotherapy/counselling related to health care an individual is receiving is considered to be health care; life coaching is excluded.

<b>Regulated activity with elderly, ill or disabled adults</b>			
<b>Type of Activity</b>	<b>Tick</b>	<b>Frequency and Supervision</b>	<b>Tick</b>
Teaching, advising or guiding adults, for example giving therapy.		This is on a regular [4] basis.	
Healthcare [5] provided by, or under the direction/supervision of a regulated health care professional.		This only needs to be on one occasion to be regulated activity.	N/A
Personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.		This only needs to be on one occasion to be regulated activity.	N/A
Conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work arranged via a third party (not family/friends).		This only needs to be on one occasion to be regulated activity.	N/A

*Regulated activity with elderly, ill or disabled adults notes:*

[4] Regular means carried out by the same person frequently on more than once a week, 4 or more times in a month or overnight between 2am and 6am.

[5] A health care professional is a person who is regulated by any of the professional regulators listed on page 6 of the document: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)

<b>Other</b>	
<b>Type of Activity</b>	<b>Tick</b>
Required as part of a research passport application or honorary contract with an NHS Trust?	
Controlled Drugs License	
Personal Alcohol License	

If none of the above activities apply, please refer to the Gov.uk [online tool](#) in the first instance to check if BU can apply for a DBS check. Thereafter if you still believe that the role is eligible for a DBS check, please provide details below

### Section B – About the applicant

What is the status of the applicant being checked?

New employee (Go to Section C)

Part Time Hourly Paid temporary worker (Go to Section C)

Contractor Agency worker (Go to Section C)

Existing employee transferring to a role that requires a DBS check (Go to Section C)

Existing employee being rechecked (Complete box below)

Date of last DBS check:	Level of check:
Reason for a recheck:	

### Section C – Payment for DBS check

Please complete all fields. We cannot process this application without this information.

Account Code (Do not change)	4560
Activity Code (e.g. PEAC01)	

### Section D – Line Manager Confirmation

<b>Line Manager Confirmation</b> I confirm that the information provided in this form is complete and accurate. The applicant may not start employment and/or carry out any of the duties that require a DBS check until such a time that Human Resources has confirmed to you that a satisfactory check has been received.	
Name	
Title	
Date	

Please forward this completed form to Human Resources as follows:

- Via the online Establishment Control Form Tool if recruiting to a permanent or fixed term job vacancy;
- To [PTHP@bournemouth.ac.uk](mailto:PTHP@bournemouth.ac.uk) if a check is required for a Part Time Hourly Paid temporary post / worker;
- To [hrenquiries@bournemouth.ac.uk](mailto:hrenquiries@bournemouth.ac.uk) for all other requests.