

Disclosure and Barring Service (DBS) Check Application

What is a DBS Check?

DBS Checks (previously known as CRB Checks) are criminal records checks, which are processed through the Disclosure and Barring Service as part of our recruitment process. This check provides relevant information about an applicant's convictions, cautions, warnings or reprimands. It helps organisations determine whether a person is a suitable candidate for the voluntary role they are applying for.

Please note: DBS checks for voluntary roles with the Guild of Students are **free of charge**.

Who Requires a DBS Check?

An enhanced level DBS check may be required to enable you to volunteer with some student-led groups, including:

- Be Kind*
- Global Goals*
- Headucate*
- Intervol (children's projects only)
- Kids Adventure
- LINKS
- Saturday Morning Play Scheme
- Selly Oak Play Scheme
- Sexpression *
- STAR (children's projects only)
- The Autism Play Project
- UoB Tuition Scheme*

If you are a member of any of the above groups, but do not take part in the volunteering project (e.g. do not volunteer with children or take part in regulated activities related to adults, but fundraise for the group or only attend socials) please contact the Volunteering department directly on volunteering@guild.bham.ac.uk before completing the DBS application process.

*Please note that if you are volunteering with a school we will confirm supervision levels directly with them to ascertain if you will require a DBS Check to take part in the activity (this will vary from school to school).

Please contact us if you wish to volunteer with more than one of the groups above, as you may not need an additional DBS Check.

Already have a DBS Certificate from the Guild?

If you already have a DBS Certificate from the Guild please contact us so that we check our records and transfer your details to the current academic year.

Will the Guild accept a DBS Certificate from another organisation?

We do not accept existing Certificates from other organisations due to revised guidelines concerning the identity documents that can be used to verify an individual's identity. The new guidelines make it more difficult for individuals to conceal previous criminal records by changing their name. Therefore a new DBS obtained through the Guild of Students is required.

Registered for the DBS Update Service?

Portability will only be accepted whereby a prospective volunteer has registered with the DBS Update Service with a check for either 'child workforce' or 'child and adult workforce', and they have given consent for the Guild to register an interest in their DBS statement. Please contact us directly.

DBS Process Guide

- 1. After being accepted by your group, they will email your details to the Jobs, Skills and Volunteering (JSV) Office if you require a DBS Check to take part in the volunteering activity**
 - Please make sure your group has your full name, email address and phone number.
- 2. You will receive an email from the volunteering group or JSV office containing a link to the 'HR-Platform' for you to start your DBS check application.**
 - The online DBS check is done by uCheck, and has a chat function between 9am-5pm Monday-Fri for any queries about the online application process.
 - Once you have submitted your online DBS application and it has been confirmed, you will then need to bring three forms of identification to the JSV Office to be checked.
 - A list of accepted ID documents is available at <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-> (e.g. passport, driving license and bank statement).
 - Please note that any printed bank statements must be original printed from the bank (not printed by yourself).
 - Please also be aware that the address you list as your current address on the application must match at least one piece of ID e.g. utility bill, driving license, etc.
- 3. Bring your ID to the Jobs, Skills and Volunteering Office to be checked**
 - For an ID check you can come to the Jobs, Skills and Volunteering office anytime between 10am-4pm Monday to Friday during term-time and we will endeavor to check it whilst you wait.
 - We will verify your forms of ID on your online application.
 - Once we are happy with your form and ID, our team submits it to uCheck for it to be processed.
 - Please note that the DBS processing time is usually between 2 – 3 weeks before receiving your Certificate in the post.
- 4. ...while you are waiting**
 - Don't forget to complete the Safeguarding Training that is applicable to your group, please find the links below. You need to have completed this training prior to starting to volunteer.
 - Child safeguarding Training: <https://canvas.bham.ac.uk/enroll/83TKJM>
 - Adult Safeguarding Training: <https://canvas.bham.ac.uk/enroll/E6XAX8>
 - Keep an eye on volunteering activities that you can take part in while you wait on <http://www.guildofstudents.com/volunteering/opportunities>
- 5. Bring your DBS Certificate to JSV**
 - You will only receive the Certificate, as the DBS does not send it to us.
 - Your DBS Certificate will be posted to the address that you stated was your '**current**' address in on your application.
 - Please bring your Certificate to the JSV Office where it will be recorded.
 - We will then add your details to our "Ready-to-Go Volunteers" database, once you have completed the relevant Safeguarding training.
 - We will contact the group to let them know that you are ready to volunteer, and they will contact you directly.
 - You are unable to volunteer with these particular groups until the Guild verifies your Certificate and can confirm you have completed the relevant Safeguarding training.**
 - If you have received a disclosure Certificate that shows any spent convictions, cautions, warnings or reprimands please contact volunteering@guild.bham.ac.uk and we will then book in a private meeting to discuss the offences and allow you as the prospective volunteer to talk about them. A decision will then be made as to your suitability to volunteer with the group.
- 6. Join the DBS Update Service (optional)**
 - As a volunteer you are eligible to subscribe to the DBS Update Service free of charge at www.gov.uk/dbs-update-service, this reduces the need to apply for multiple Certificates when you want to volunteer in the same workforce or when a re-check is required. Organisations are then able to carry out a status check online to see if an individual's Certificate is still up to date.



If you have a query specifically about DBS checks, you can contact the Volunteering department or uCheck (Tel: 0843 1780818)

Frequently Asked Questions

Why are DBS Applications now online?

By going online the DBS application process is made simpler, quicker and can be completed at home. The process should now take between 2-3 weeks. You will still come into the JSV Office to do an ID Check.

Who are uCheck?

uCheck is the company that provides the online DBS application system. They have a chat function from 9am-5pm Mon-Fri for any queries.

Already have a DBS Certificate from the Guild?

If you already have a DBS Certificate from the Guild please contact us so that we check our records and transfer your details to the current academic year.

Will the Guild accept a DBS Certificate from another organisation?

We do not accept existing Certificates from other organisations due to revised guidelines concerning the identity documents that can be used to verify an individual's identity. The new guidelines make it more difficult for individuals to conceal previous criminal records by changing their name. Therefore a new DBS obtained through the Guild of Students is required.

Registered for the DBS Update Service?

Portability will only be accepted whereby a prospective volunteer has registered with the DBS Update Service with a check for either 'child workforce' or 'child and adult workforce', and they have given consent for the Guild to register an interest in their DBS statement. Please contact us directly.

How long does a DBS Certificate last?

Disclosures cannot be thought of as licenses, and they do not expire after a certain period. Disclosures are more like a snapshot of a person's criminal record. Most organisations ask individuals to renew their DBS at least once every 3 years, unless the individual has joined the DBS Update Service, in which case organisations can check the update service regularly (with consent), and will only ask for a new DBS check if the update service suggests that the individual's information has changed.

What will show up on my DBS check?

An enhanced check will show spent convictions, cautions, warnings or reprimands related to specific circumstances (sexual offences, ABH or where an individual has two or more convictions).

What if I have spent convictions, cautions, warnings or reprimands?

Having these on your record will not automatically bar you from volunteering with children and vulnerable adults. However the convictions and cautions detailed will be reviewed by members of staff, where we will consider several factors including whether the record is relevant to the type of volunteering opportunity, the seriousness of the offence, the length of time since the offence occurred and the volunteer's attitude to the offence.

You should arrange a meeting with us to discuss the offences and allow you as the prospective volunteer to talk about them. A decision will then be made as to your suitability to volunteer with children and/ or regulated activities with adults.

What information will Jobs, Skills and Volunteering Department keep from my DBS Certificate?

We will keep on file your name, date of birth, country of birth, DBS number, date of the Certificate and details of any convictions or cautions that you may have. Please note that any details of convictions or cautions will be kept strictly confidential.

Last updated: January 2018

Next scheduled update: January 2019

