

## DBS Guidance for BA and PGCE students on ITE Programmes

The below guidance applies to BA Primary, PG Core Primary and PG Uni-led Secondary students.

Please note that ITE students will not be able to go on placement unless the UoR DBS team has confirmed to the School Partnerships Office that the student has a valid DBS.

All queries regarding DBS should be sent to: [dbs@roehampton.ac.uk](mailto:dbs@roehampton.ac.uk).

### DO I NEED A DBS? WHAT IF I HAVE ONE ALREADY?

- **If you do not currently have a DBS:** You need to complete a DBS check through UoR. Please go to section 1 below, 'Applying for your DBS via the University of Roehampton'.
- **If you have a DBS completed with another organisation and are registered with Update Service:** You need to complete an online status check at Roehampton to determine that the certificate is current and valid. UoR will check your subscription is renewed annually, and remains active, or you will not be able to go on placement. Please go to section 2 below, 'Completing an online status check of your Update Service DBS'.
- **If you have completed a DBS check with another organisation but are not registered with Update Service:** You need to complete a DBS check through UoR. Please go to section 1 below, 'Applying for your DBS via the University of Roehampton'.

### 1. APPLYING FOR YOUR DBS VIA THE UNIVERSITY OF ROEHAMPTON

You will complete the DBS application online and get your identity verified at a participating Post Office.

1. Read the document 'DBS - New ID guidance from Jan 2018', which provides guidance on which documents you can use. Make sure you have the **correct DBS approved** documents ready. You must have at least one document with your current address on it.
2. You must pay for the DBS check first. The payment of £49.50 includes the cost of the DBS check and issue/postage of the DBS certificate; it also includes the fee payable to the Post Office.
  - Please pay online [here](#).
  - After you have paid, please email the proof of payment to [dbs@roehampton.ac.uk](mailto:dbs@roehampton.ac.uk).
3. You will then be sent an e-invitation to complete an online application form. Use the information in this section to guide you through the process. Complete the online application form using a laptop or computer, rather than on a mobile device.
4. After you have completed the online form, information will be displayed about how to find a Post Office Branch that processes DBS applications. Choose the Post Office Branch that you wish to use.

5. Once you have chosen your Post Office branch, you will be provided with a referral letter. Details of the Post Office branch you select during the application process will be included on your referral letter. The referral letter will contain a QR code that can be scanned from a mobile phone or from a printed letter – you need to show this in the Post Office.
6. Take both the referral letter (either on your mobile phone or printed out) and the documents you've chosen to a participating Post Office **within 28 days of completing the online form**.

## FAQs:

### *What happens after I've been to the Post Office?*

The Post Office will confirm with Atlantic Data that your ID check is complete. Atlantic Data perform quality checks and dispatch the application to the Disclosure & Barring (DBS) at the next available opportunity.

### *How long before I get my DBS certificate?*

It usually takes about 7 - 14 working days for the certificate to arrive in the post, but this can vary.

### *Can I check on the progress of the DBS check?*

Yes, you can. Using the e-invitation we sent you, follow the link contained in this. Enter the username (see bottom of the e-invitation for this) and use the password you created before you completed the online form.

### *Does the University get a copy of my DBS certificate?*

No, we get a copy of the results, but only you receive the certificate. **It's therefore very important to keep your certificate in a safe place.** The DBS do not issue duplicate copies after 93 days of the DBS issue date.

### *What happens if my DBS certificate doesn't arrive in the post?*

This seldom happens. You must request a free reprint from the DBS within 93 days of the issue date. You can do this [here](#). You can also call the DBS on 0300 0200 190.

### *What is the DBS Update Service?*

The DBS Update Service allows applicants to keep their DBS certificates up to date online. We do not require you to do this, but you can do so if you wish. For more information on how to register your DBS certificate please go to <https://www.gov.uk/dbs-update-service>. Please be aware that the DBS only allow **30 days from the date of issue** for you to register your certificate. You must also maintain your annual subscription to the service for your certificate to remain valid.

## **2. COMPLETING AN ONLINE STATUS CHECK OF YOUR UPDATE SERVICE SUBSCRIPTION**

**If you have a DBS completed elsewhere and are registered with Update Service, we need to complete an online status check at Roehampton to determine that a) the certificate meets the requirements of an ITE programme and b) your certificate and subscription is still current and valid.**

Please email [dbs@roehampton.ac.uk](mailto:dbs@roehampton.ac.uk) to arrange a face-to-face appointment as soon as possible. Appointments are available between 9.30-16.30 from Monday to Friday. You will need to bring:

- Your DBS Certificate which is on the Update Service
- Photo ID (e.g. passport, driving licence)

Please note you will need to complete the above online status check of your Update Service Subscription with our DBS team annually in order to go on placement each year. If your subscription lapses, you will need to apply for a new DBS, as outlined in section 2 above.