

## DBS Guidance for Lead Partner (tuition fee) students on ITE Programmes

Please note that Lead Partner (tuition fee) students will not be able to complete their assessed placement weeks 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).

- If you are a non-salaried, tuition fee Lead Partner student, your Lead Partnership will undertake your DBS check, and you then need to register on the DBS Update Service. **You must register with the DBS Update Service as soon as you receive the DBS certificate**, because the DBS only allow up to 28 days from the date of issue for you to do so.
- The University of Roehampton then need to complete an **online status check**, to determine that the certificate is current and valid. Please go to the section below 'Completing an online status check of your Update Service subscription'.
- In the case of salaried Lead Partner students and Apprentices, the responsibility lies with the employing school to ensure that all checks have been carried out. The employing school will inform the university that all satisfactory safeguarding checks have been completed.

### COMPLETING AN ONLINE STATUS CHECK OF YOUR UPDATE SERVICE SUBSCRIPTION

We need to complete an online status check at Roehampton to determine that a) your certificate meets the requirements of an ITE programme and b) your certificate and subscription is still current and valid.

You will need to arrange a face to face appointment with the DBS team, bringing the following two documents:

- Your DBS Certificate which has been put onto the Update Service
- Photo ID (e.g. passport, driving licence)

Once you have your DBS and it is on the Update Service, please email [dbs@roehampton.ac.uk](mailto:dbs@roehampton.ac.uk) to arrange an appointment as soon as possible. Appointments are available between 9.30-16.30 from Monday to Friday.

Please note your Update Service subscription will need to remain active and valid for the duration of your programme. If your subscription lapses, you will need to apply for a new DBS via your Lead Partnership.