

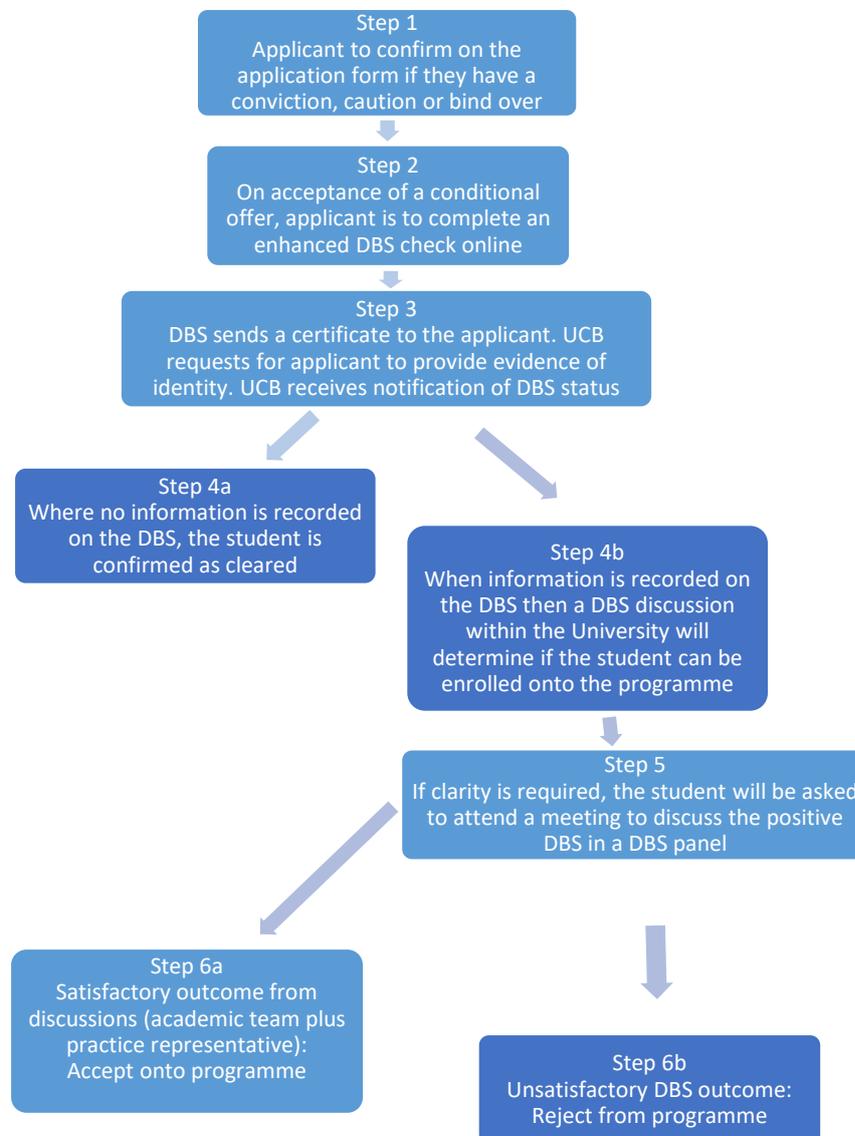
Disclosure and Barring Service checking requirements prior to entry onto the University College Birmingham (UCB) Nursing Degree Programme

Prior to admission to the Nursing Degree Programme, you will be provided with a link to apply for an online enhanced DBS check (<https://www.esafeguarding.co.uk/>). You need an enhanced DBS for any programme that involves going out on placement and working with adults and/or children. For universities, it is a government requirement that you have had a DBS check for you to do this.

If there are any records on your DBS certificate, a 'DBS' panel will consider your suitability to enrol on the course. This decision is based on the nature of the conviction, caution or bind over, your ability to reflect appropriately on the incident, and on the likelihood of your future employability as a Registered Nurse.

You will require future DBS checks to register with the regulatory body for nursing at the end of your programme (Nursing and Midwifery Council – NMC), and to work as a Registered Nurse in a healthcare setting where you will be in contact with vulnerable adults, children and young people. Further information can be found here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

If you are aware of any criminal convictions, cautions or bind overs that will be declared on an enhanced DBS certificate, please make the admissions team aware as soon as possible (Nursing@ucb.ac.uk). This includes driving convictions (not including fines or points on your driving licence).



It can take anywhere from two to eight weeks (possibly longer) for DBS to process the forms depending on how busy they are. You can track the progress at <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do> using the Form Reference Number of the application and your date of birth.

Once you have your DBS certificate, we recommend that you enrol for the **update service**. This is an online service which enables your certificate to be kept up-to-date and, with your consent, allows an organisation to check your certificate online. For £13 a year, you can subscribe and can re-use again providing the same level of check is acceptable with the organisation. Please visit <https://www.gov.uk/dbs-update-service>

The certificate is only accurate on the date it is issued. For this reason, if you defer from the programme and re-enrol back onto the course, you will need to complete a new DBS application. This will be processed by Admissions.

Confirmation of your clearance will be sent to us by our external provider (e-safeguarding). If you have a conviction, caution or bind over listed on your certificate, we will request to see the original certificate and take a photocopy. Depending on the nature and time of the conviction, they may invite you in for a DBS panel meeting to discuss this in further detail. The panel will consider the suitability of the applicant based on the information contained in the Disclosure and the following:

- The nature of the offence(s)
- The age at which it was committed
- Its relevance to the professional area in question
- Any pattern of offending behaviour
- Two requested character references

The DBS panel will decide whether the applicant is considered suitable to start or continue (for any new conviction, caution or bind over) on the programme. If the decision is no, then an exclusion is applied.

Please rest assured this information is dealt with confidentially and is only available to the members of staff that must deal with DBS-related duties as part of their remit. Copies of DBS paperwork (e.g. application forms etc) are shredded after six months.

If you think the DBS has made an error on your certificate, please contact them to explain what has happened. If the error concerns incorrect information stated regarding a conviction or personal information (e.g. name) then you will need to raise a dispute. Disputes can only be raised within three months of the issue date. You can complete the dispute form on their website.

International/EU Applicants

Please be aware that if you have lived outside of the UK for six months or more in the past five years, we will need to see a criminal record check from the country you were living in. You can apply for your criminal overseas check through GBG. Please send your completed application form to Nursing@ucb.ac.uk and the Admissions team will send this to GBG on your behalf.

If you already have a criminal record check from the country you were living in, you do not need to apply for one through GBG. Please just send us a copy of your certificate.