

**BANGOR UNIVERSITY  
COLLEGE OF HUMAN SCIENCES**

**Criminal Records Policy and Procedures**

<b>Revision</b>	<b>Date</b>	<b>Purpose of revision</b>	<b>Review Date</b>
1	Feb 2009	Initial issue Criminal Records Policy and Procedures by the School of Education	2012
2	November 2012	Initial issue of the Criminal Records Policy And Procedures by the School of Health Sciences	2015
3	Sep 2015	The Policy and procedures have been revised due to the following changes: <ul style="list-style-type: none"> <li>• The merger of the Criminal Records Bureau and Independent Safeguarding Authority to form the Disclosure and Barring Service.</li> <li>• Changes to legislation in relation to safeguarding Vulnerable Groups, criminal record checks and the protection of freedom.</li> <li>• Changes to guidance from the Disclosure and Barring Service, the Department for Education and the Home Office.</li> <li>• Procedural changes to the disclosure service.</li> <li>• Changes to the College structure.</li> </ul>	2018
4	Feb 2019	The Policy and procedures have been revised due to the following changes: <ul style="list-style-type: none"> <li>• Formation of the College of Human Sciences and combining the Criminal Records Policy and Procedures of the constituent academic Schools within the College</li> <li>• Setting up of the Placement Learning Programmes Unit with the aim of standardising procedures and processes</li> </ul>	2020

<b>Policy Officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By</b>	<b>Date</b>
PLPU Manager	Heads of School	Professional Learning Programmes Task Group	08/07/2019

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## 1. Scope and Purpose

### 1.1 This document outlines the following:

- The Policy on the use of criminal record checks and the use of the *Disclosure and Barring Service* (DBS).
- The Policy on dealing with students and prospective students with criminal records and those barred from working with *Vulnerable Groups*.

### 1.2 The University will undertake criminal record checks on potential and/or enrolled students via the Disclosure and Barring Service (DBS) in the following circumstances:

- Where the programme or module of study involves an activity bringing them into contact with children and/or vulnerable adults, where the activity is deemed eligible for a check under the relevant statutory eligibility criteria. This contact could be during placements, as part of practical work, during voluntary (unpaid) work within the University or as part of a research project.
- Where the programme of study leads towards a professional registration where the professional body requires a criminal record check as a pre-condition to entry and practice.

### 1.3 The Policy places a commitment to undertake checks at the appropriate level. The Policy should be read in conjunction with the relevant statutory eligibility guidance on the use of the DBS and criminal record checks:

<https://www.gov.uk/government/collections/dbs-eligibility-guidance#eligibility-guide>

There are 4 types or levels of DBS check:

- **Basic check** - this shows convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the *Rehabilitation of Offenders Act 1974*. *The basic check can be used for any purpose.*
- **Standard check** - this shows all spent and unspent convictions, cautions, reprimands and final warnings from the PNC which have not been filtered in line with legislation. *This applies to duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 e.g. court officers, employment within a prison, and Security Industry Authority (SIA) licences.*
- **Enhanced check** - this shows the same information as a standard check but also includes a check of information held by police forces. *This applies to specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.*
- **Enhanced check with barred lists** – this shows the same information as an enhanced check but in addition includes a check against the children’s and/or adult’s barred lists. *This check is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations.*

## 2. Definitions

### 2.1 For the purpose of this Policy, the definitions and terminology are provided in **Appendix 1**

### 3. Policy Statement

- 3.1 The University has a duty of care to safeguard those who are most vulnerable, principally those who are under 18 years of age and 'adults at risk'. The scope of the duty of care extends across all University activities, particularly those whose function includes *Regulated Activity* and/or for those who are in a 'position of trust', including activities related to programmes of study validated by the University and delivered in partnership by external providers.
- 3.2 The policy places a commitment to take all reasonable steps, in compliance with appropriate legislation, statutory guidance and Bangor University policy, to reduce the risk of inappropriate people gaining access to *Vulnerable Groups*.
- 3.3 Criminal record checks provide information that helps to determine whether a student or prospective student is suitable for working with *Vulnerable Groups*.
- 3.4 The policy places a commitment to treating students or prospective students fairly with dignity and respect whereby no individual will be unfairly discriminated against on the basis of offending background or for any other reason.
- 3.5 Individuals will only provide criminal records information based on the legal entitlement in respect of the level of contact with a *Vulnerable Group*. Checks will be undertaken to the appropriate level of criminal record check and, if required, a check of the DBS Barred List(s) for each individual who has accepted an offer of a place or is registered on a *Relevant Programme*.
- 3.6 The University will ensure that trainee teachers on salaried / employment-based programmes and have undergone a criminal record check. The employer is responsible for undertaking the criminal record check in accordance with their own policy.
- 3.7 Students with access to *Vulnerable Groups* while undertaking research, training or studying at their regular place of work, will be required to undertake a criminal record check. The employer or volunteer organisation is responsible for undertaking the criminal record check in accordance with their own policy.
- 3.8 Individuals who have lived or worked outside the United Kingdom for 12 months or more must undertake a criminal record check through the DBS and in addition, the individual must also undertake criminal record checks from the countries where they have worked or lived; in situations where it is not possible or practicable to obtain additional criminal record checks from the countries where the individual has worked or lived, the individual will provide at least two independent professional and character references.
- 3.9 Students with access to *Vulnerable Groups* while studying or conducting research outside the United Kingdom must also comply with the regulations local to the country they are in. In addition, the University will undertake a criminal record check and, if required, a check of the DBS Barred List(s) as appropriate for working with *Vulnerable Groups* in the United Kingdom.
- 3.10 Where a criminal record or other relevant information is disclosed, a Case Panel meeting will be convened to discuss the matter with the individual. The Case Panel will review the information provided to formulate an opinion on whether the nature of the offence(s) and any subsequent rehabilitation should prevent the individual gaining admittance to or remaining on the course. The Case Panel may decide that the individual does not pose an unacceptable risk to *Vulnerable Groups* or they may refer the case in accordance with the procedure in paragraph 5.7.4.
- 3.11 The University will not permit:
  - barred individuals to undertake *Regulated Activity*;
  - an individual to undertake a placement or research which allows them access to Children and/or *Vulnerable Adults* if they are deemed to pose an unacceptable risk to the *Vulnerable Group*;
  - an individual to undertake a placement or research which allows them access to Children and/or *Vulnerable Adults* if they are suspected of withholding information about their criminal record.

- 3.12 Appropriate action will be taken in the event of an allegation or suspicion of harm to a child or vulnerable adult arising from contact with a student.
- 3.13 The online prospectus and course literature will make clear reference to the requirement for a criminal record check as appropriate for *Relevant Programmes*.
- 3.14 The policy places a commitment to comply fully with the *DBS Code of Practice*:  
<https://www.gov.uk/government/publications/dbs-code-of-practice>
- 3.15 Individuals will be made aware of the Criminal Records Policy and the *DBS Code of Practice* when they are asked to apply for a criminal record check.
- 3.16 Staff who are involved in checking criminal records will receive appropriate guidance and training.
- 3.17 Criminal records information will be treated confidentially, stored, used and disposed of in accordance with University policy, the *General Data Protection Regulations* and the *DBS Code of Practice*.
- 3.18 The requirement to use the Disclosure and Barring Service (DBS) to assess the suitability of employment applicants or staff for posts working with *Vulnerable Groups* is covered under the University's *Disclosure and Barring Checks (DBS) Policy*.

## 4. Procedure

### 4.1 Eligibility and the level of criminal record check

- 4.1.1 Before an individual is asked to apply for a criminal record check there is a requirement to check eligibility before submitting an application under the current legal provisions. **Appendix 5** provides a summary of the type or level of checks required for *Relevant Programmes* within the College of Human Sciences. Where a programme, module or project is not covered by **Appendix 5** and will involve an activity which brings an individual into contact with a *Vulnerable Group* the relevant Head of School (or delegated responsible person) will decide which level of criminal record check is appropriate in consultation with the School DBS Coordinator. This decision will be made in accordance with the guidance documents provided by the DBS, being:

- [A Guide to Child Workforce Roles for Registered Bodies and Employers](#)
- [A Guide To Adult Workforce Roles for Registered Bodies And Employers](#)
- [A Guide To Other Workforce Roles For Registered Bodies And Employers](#)

The relevant Head of School may require a Basic Disclosure for students undertaking activities which are not eligible for a Standard or Enhanced DBS check, where due to the nature of the activity it is reasonable and proportionate to obtain information about unspent criminal convictions.

Disclosures undertaken on behalf of other bodies or institutions will not be accepted, unless they are subscribed to the DBS Update Service.

### 4.2 Offering a place on a Relevant Programme

- 4.2.1 When an individual is offered a place on a *Relevant Programme* they will be informed of the following in writing:
  1. The place on the course is subject to a satisfactory criminal record check through the DBS (the level of the DBS check will be stated)
  2. Spent and unspent convictions, cautions, reprimands and final warnings or any additional information disclosed by the Police or another authority may lead to withdrawal of the offer, subject to the Policy and Code of Practice on Students Recruitment and Admissions
  3. Withholding information with regard to criminal records may lead to withdrawal of the offer subject to the Policy and Code of Practice on Students Recruitment and Admissions or instigation of the University's Student Disciplinary Procedure.

- 4.2.2 Individuals who have lived or worked outside the United Kingdom for 12 months or more will be informed that the place on the course is subject to a satisfactory criminal record check or a certificate of good conduct appropriate to the country of residence in addition to a satisfactory criminal record check through the DBS.
- 4.2.3 A *DBS Check Self-declaration Form (Appendix 7)* will be issued when an individual is offered a place on a *Relevant Programme*.
- 4.2.4 Where existing or pending cautions, convictions, reprimands and warnings are identified on the *Self-declaration Form* the matter will be referred to a *Case Panel* (see **Section 4.6**) and the registration will remain as temporary pending the decision of the *Case Panel* meeting.

### 4.3 DBS Checks

- 4.3.1 Instructions regarding the DBS application process will be sent to individuals before the start of their course. Criminal record checks through the DBS will be obtained using one of the following services:
- [GBG OnlineDisclosures](#)
  - Paper-based DBS application
  - DBS Update Service

Before applying for a DBS check, an individual must either have accepted an offer of a place or have registered as a Bangor University student.

- 4.3.2 Transgender applicants can contact the DBS Sensitive Applications Team to access the DBS confidential checking process if they do not wish to reveal details of their previous identity to the DBS Administrator.

### 4.4 Non-UK checks

- 4.4.1 Guidance will be obtained from the Home Office and the DBS on how to apply for a criminal record check or equivalent from authorities outside the United Kingdom. The DBS Administrator will provide the individual with the guidance available for the country concerned. Where the Home Office and DBS do not provide guidance for the country concerned the DBS Administrator will contact the relevant embassy or consulate for advice.
- 4.4.2 The individual is responsible for making the appropriate application for a criminal record check from the country of residence no more than 12 months before the start of the course. The individual will obtain a certified translation of the criminal record check. It is the responsibility of the individual to cover the cost of the criminal record check and the certified translation.
- 4.4.3 The individual will present the original criminal record check documentation, the certified translation and one of the Group 1 forms of identification as outlined in the [DBS ID checking guidelines](#).
- 4.4.4 With reference to Point 4.4.2, where it is not possible or practicable to obtain a criminal record check from the country concerned **or** where the individual is a refugee with leave to remain in the United Kingdom, at least two independent professional and character references will be obtained. The references should answer specific questions to help assess the individual's suitability to work with *Vulnerable Groups*. References should be followed up by telephone as well as by letter. All such cases will be referred to the relevant Head of School who will oversee the action taken. References should not be accepted from a relative of the applicant (this includes partners, in-laws and step-parents) or a person writing solely in the capacity of a friend.
- 4.4.5 The DBS Administrator will record the details of the criminal record check including the name of the issuing authority, issue date, expiry date and reference number. The DBS Administrator will then follow the appropriate action for responding to a criminal record check.

#### 4.5 Responding to DBS disclosures or self-declarations of existing convictions, cautions, reprimands, warnings or pending prosecutions related to criminal offences

4.5.1 The DBS Disclosure will be sent by the DBS to the home address of the applicant. The DBS Administrator will access the results by:

1. [GBG OnlineDisclosures](#) – view the result online
2. Paper-based DBS application - request sight of the paper disclosure sent to the student
3. DBS Update Service – check online whilst also checking the paper disclosure sent to the student

4.5.2 DBS Self-declaration forms are completed in respect of *Relevant Programmes*, in particular for:

- Applicants who have received an offer of a place during the admissions process (**Appendix 6**)
- Students, where the form requires completion on an annual basis (**Appendix 7**)

4.5.3 Where the DBS disclosure is clear:

- A criminal record check is clear if there is no evidence of convictions, cautions, reprimands or final warnings and no other information has been disclosed by the Police or another authority.
- The College's DBS database will be updated to show that the Criminal Records Procedure is complete when all the required criminal record checks are found to be clear and if required, all references in relation to an individual's suitability to work with *Vulnerable Groups* are received and found to be satisfactory.
- Where applicable the DBS Disclosure or equivalent document from an authority overseas and the associated certified translation will be returned to the individual.

4.5.4 Where the DBS disclosure is not clear or where the *DBS Self Declaration Form* (**Appendix 6 & 7**) highlights existing convictions, cautions, reprimands, warnings or pending prosecutions related to criminal offences:

- A Case Panel will be convened where information has been disclosed by self-declaration or by the Police or another authority or where a reference in relation to an individual's suitability to work with *Vulnerable Groups* is found to be unsatisfactory.
- The DBS Administrator will send a letter, inviting the individual to attend the meeting. The individual will be asked to provide background information regarding their criminal record and any other documents that he/she may consider appropriate. The individual will be asked to send this to the DBS Administrator before the Case Panel meeting.
- The individual will have the right to invite a family member, a friend or other person to be present at the Case Panel meeting; however, there is no right to take a legal representative to the Case Panel meeting. The individual will inform the DBS Administrator beforehand of who will accompany them to the Case Panel meeting.
- At the discretion of the Head of School (or delegated responsible person) the individual may not be invited to attend the Case Panel meeting in some exceptional circumstances.
- Normally, no papers will be circulated to the Case Panel members before the meeting; the Case Panel members will be notified in advance of who will be present.
- The DBS Disclosure or equivalent document from an overseas authority, along with any other information provided by the individual will be stored securely by the DBS Administrator in a locked filing system.

## 4.6 Case Panel Meeting

- 4.6.1 Membership of the Case Panel will ordinarily consist of the School DBS Coordinator (or nominee) (Chair), relevant Course Director (or deputy and /or Professional Lead where applicable), course tutor (where applicable) and the DBS Administrator, with additional members in the below programmes:
- designated representative from the Health Board in the case of *Health Pre-registration* programmes.
  - Child Protection Co-ordinator for Relevant Programmes run by the School of Education and Human Development.
  - senior social work manager representing one of the partner local authorities in the case of the MA Social Work Programme.

Minutes of the Case Panel meeting will be recorded by the DBS Administrator.

- 4.6.2 The Chair will inform the Case Panel of the information disclosed by the self-declaration form or criminal record check. The Case Panel will receive the background information and any other documentation provided by the individual.
- 4.6.3 The individual will be invited to enter the Case Panel meeting room and given an opportunity to explain the background to the information disclosed by the criminal record checks. The Case Panel will question the individual on the basis of his/her explanation. The individual will be asked to leave the meeting room and the Case Panel will then consider the following factors:
- the extent to which the sentence or any other issue on the individual's criminal record is relevant to the course and/or placement;
  - the seriousness of the offence or any other matter;
  - the length of time which has passed since the offence or any other matter took place;
  - whether the individual has a pattern of offending behaviour or other relevant matters;
  - whether the individual's circumstances have changed since the time of the offending behaviour or other relevant matters;
  - the nature of the circumstances relevant to the offence and the explanation offered by the individual.
  - whether the individual was open and transparent about their past and declared relevant information where required
- 4.6.4 On the basis of the above, the Case Panel must choose one of the following options:
- Decide that the individual should not be prevented from registering for, or continuing on, the course. The DBS Administrator will update the individual's record to show that the Criminal Records Procedure is complete.
  - Postpone making a decision on the basis that further information is required.
  - For applicants, recommend to the Head of Admissions that the application be cancelled and, where appropriate, that an offer to study be withdrawn in accordance with *Policy and Code of Practice on Students Recruitment and Admissions*.
  - For students on *Relevant Programmes*, refer for consideration under the relevant *Suitability to Teach* or *Fitness to Practise* Procedure. The Case Panel will not discuss the matter further with the individual at this point. The individual does not have the right to appeal against the decision to refer them for consideration under the *Suitability to Teach Procedure* or *Fitness to Practise*.
  - For students on other programmes, refer concerns about the student to the Head of School with a recommendation that the concerns are referred to a Disciplinary Officer for consideration under the University's disciplinary procedures. The Case Panel will not discuss the matter further with the individual at this point. The individual does not have the right to appeal against the decision to refer them to a Disciplinary Officer for consideration under the University's disciplinary procedures.



- 4.6.5 In the case of Health Pre-registration Course Applicants a *Risk Assessment (Appendix 8)* will be completed by the Course Director and reviewed with the designated representative from the Health Board or placement provider (**Appendix 8**). This will occur on agreed dates twice per year.
- 4.6.6 When the Case Panel has concluded its deliberations, the individual will be invited back into the room and the Chair will convey the Case Panel's decision.
- 4.6.7 It will be made clear to the individual that they will be subject to criminal record checks in future if they apply for certain roles. It will be made clear that it will be the responsibility of each potential future employer and / or professional body to make their own decision regarding suitability for employment.
- 4.6.8 In the case of Health Pre-registration Course Applicants a confidential *DBS Decision Proforma (Appendix 9)* should be completed by the Course Director, signed by both the Course Director and Health Board representative and maintained in the DBS disclosure file in the office of the Designated Signatory.
- 4.6.9 All confidential papers distributed to the Case Panel will be handed to the DBS Administrator at the end of the meeting. The DBS Disclosure or equivalent document from an authority overseas and the associated certified translation will be returned to the individual.
- 4.6.10 A letter will be sent to the individual, within 5 working days, confirming the decision of the Case Panel.

#### **4.7 Informing ITE Placement Providers**

- 4.7.1 Where the Criminal Records Procedure is complete, the placement provider will be informed that the trainee teacher has undergone a criminal record check and that they have been judged to be suitable to work with Children. This information will be sent, by email, up to five working days before the start of the placement.
- 4.7.2 Where the Criminal Records Procedure has not been completed, the placement provider will be notified that the trainee teacher should be subject to appropriate supervision until the provider receives confirmation, from the University that the Criminal Records Procedure has been completed.
- 4.7.3 When the Criminal Records Procedure is completed after the start of a placement, the DBS Administrator will contact the placement provider, within five working days, to inform them that the trainee teacher has now completed the Criminal Records Procedure.
- 4.7.4 Placement providers will be advised to contact the DBS Administrator if they require any further information. The placement providers will not be provided with a copy of a DBS Disclosure and will not share information contained within a DBS Disclosure with any third party.
- 4.7.5 Placement providers will have access to the *Criminal Records Policy and Procedures* and the *DBS Code of Practice* online.
- 4.7.6 Where a placement will be for a duration of ten days or less, the student will be provided with a general statement of information for the placement provider. This information will explain the Criminal Records Procedures with reference to the relevant advice from the relevant Primary or Secondary School. The placement provider will have access to the *Criminal Records Policy and Procedures* and the *DBS Code of Practice* on the relevant webpages. The placement provider will be responsible for asking students for sight of their original DBS Disclosure.

#### **4.8 Informing other placement providers (non ITE)**

- 4.8.1 The placement provider will not be contacted regarding the status of the Criminal Records Procedure; such courses include Health *Pre-registration Programmes*, MSc Counselling, BA Childhood and Youth Studies and MA Social Work.

4.8.2 Placement providers will have access to the Criminal Records Policy and Procedures and the DBS Code of Practice online.

#### **4.9 Procedure if DBS check not received before beginning of an ITE placement**

4.9.1 Wherever possible the Criminal Records Procedure will be completed prior to the start of an ITE placement.

4.9.2 Before a student is permitted to start an ITE placement a separate barred list check will be obtained if the DBS Disclosure is not yet available.

4.9.3 Before being permitted to start their placement, an ITE student must have applied for the appropriate level of DBS check. If applicable, the student must also have made an application for the required overseas criminal record checks and must have requested any references required in relation to their suitability to work with *Vulnerable Groups*.

4.9.4 ITE Students who receive their DBS Disclosure or equivalent overseas document or references while on placement should arrange for the secure delivery of the document(s) to the DBS Administrator within five working days. The only exception to this is where the DBS administrator is able to access the outcome of the DBS check on an e-broker's website and the DBS check is clear.

4.9.5 ITE Students will not be permitted to start or remain on their placement if they are suspected of withholding information regarding their criminal record. The DBS Administrator may use the DBS tracking service to establish whether a student should have received their DBS Disclosure.

4.9.6 At the discretion of the Head of School or the Director of ITE, where a criminal record check reveals issues relating to working with Vulnerable Groups, an ITE student may be removed from their placement until the Criminal Records Procedure is complete.

#### **4.10 Procedure if DBS check not received before beginning of placement for Relevant Programmes (excluding ITE)**

4.10.1 The DBS process for a student must be completed before the start of the placement. Students will not be able to start their placement experience until confirmation that the DBS process has been satisfactorily completed.

4.10.2 The DBS Administrator will notify the relevant Course Director and School DBS Coordinator of any criminal record checking process that is incomplete before the start of the placement or programme.

#### **4.11 Employment / Work Based Programmes and Research**

4.11.1 Trainee teachers on salaried / employment-based programmes and students with access to *Vulnerable Groups* while undertaking research, training or studying at their regular place of work, must have undergone a satisfactory criminal record checks.

4.11.2 The employer or volunteer organisation will undertake the criminal record check in accordance with their own policy and procedure. The employer or volunteer organisation determines whether a student or prospective student is suitable for working with vulnerable groups. The employer or volunteer organisation will inform the University in writing that the student has undergone a criminal record check and the DBS Administrator will keep a record of this.

4.11.3 The employer or volunteer organisation must not send a copy of the disclosure to the DBS Administrator and must not share any information contained in the DBS Disclosure.

#### **4.12 Students who offend whilst at University**

- 4.12.1 Students who are required to undertake a criminal record check for admission to, or during their programme of study must immediately declare to the DBS Coordinator and Course Director, any pending or issued conviction, caution reprimand or Police warning whilst a student.
- 4.12.2 Evidence of any conviction, caution, reprimand or Police warning issued to a student will be dealt with in accordance with the *Criminal Records Policy and Procedures*, where the student will be suspended from the placement and may be considered by a Case Panel. Serious offences will be referred directly to the Head of Governance & Compliance (or nominee) with a recommendation that that the evidence be considered under the Ordinance for Student Discipline.

#### **4.13 Suspected Identity fraud**

- 4.13.1 If it is suspected that an individual has presented a false identity or false documents the application process will be suspended. The suspected identity fraud will be reported to the University's Head of Compliance and also to the authorities in accordance with DBS guidelines.
- 4.13.2 If identity fraud is suspected after a DBS application has been submitted, the DBS Administrator will contact the DBS.

#### **4.14 Information Withheld**

- 4.14.1 Where an individual withholds information about their criminal record they will be prevented from undertaking a placement or research which allows them access to *Vulnerable Groups* and the matter will be referred to the University's Head of Compliance and in some cases, this may lead to termination of the individual's registration on a programme.

#### **4.15 Disputed DBS Disclosures**

- 4.15.1 An individual can challenge or dispute the content of a DBS Disclosure if it contains an error, or inaccurate or irrelevant information. The individual should contact the DBS immediately and within 3 months of the DBS Disclosure issue date.
- 4.15.2 The Criminal Records Procedure is not complete until the dispute is resolved. At the discretion of the relevant Head of School, if a disputed DBS Disclosure refers to issues relating to working with Vulnerable Groups the student may not be allowed to undertake their placement until the Criminal Records Procedure is complete.

#### **4.16 Referrals to the DBS**

- 4.16.1 Referrals should be made to the University's Head of Compliance for consideration at a University level when it is believed that a person has caused harm or poses a future risk of harm to Vulnerable Groups. Referrals may then be made DBS in accordance with current legal provisions.

#### **4.17 Duration of criminal record checks validity**

- 4.17.1 A DBS Disclosure does not have an expiry date and additional checks are not required during the course of programmes, including those lasting longer than four years unless a student gives cause for concern.
- 4.17.2 A student who has a break in their engagement with the programme of 6 months or longer will be required to complete a new DBS check before they re-register.
- 4.17.3 A student who moves to another programme, whilst having previously completed a DBS check at Bangor University, may be required to complete a new DBS check before they re-register.

## **5. Fees**

- 5.1 It is the responsibility of the prospective student to provide the appropriate fee for the disclosure at the time of the application.

## **6. Relevant Bangor University Policies and Procedures**

- 6.1 This policy should be read in conjunction with the following University policies and procedures:
- General Data Protection Regulations 2018
  - Data Protection Policy
  - University Record and Data Retention Schedule
  - Disclosure and Barring Checks (DBS) Policy
  - Policy regarding the Security, Storage and Retention of Applicant/Staff Disclosure/ Criminal Records Information Policy Statement on the Recruitment of Ex-Offenders
  - Policy and Code of Practice on Students Recruitment and Admissions.
  - Suitability to Teach Procedure (School of Education and Human Development)
  - Suitability for Practise Procedure (MA Social Work School of Health Sciences)
  - PA Fitness To Practise Policy (School of Medical Sciences)
  - Fitness to Practise Policy (School of Health Sciences)
  - Fitness to Practice Policy (MSc Counselling School of Psychology)
  - Ordinance for Student Discipline
  - Safeguarding Policy
  - Equal Opportunities

## **7. Review**

- 7.1 This policy will be reviewed every three years or earlier if necessary to comply with changes in legislation, procedure or guidance from the relevant authorities.

## APPENDIX 1 Definitions and Terminology

**Adult Workforce:** Roles which relate specifically to working with adults.

**Barred Lists:** Those who are considered unsuitable to work with children and/or vulnerable adults are placed by the DBS on one or both of two barred lists:

- Children's Barred List
- Adults' Barred List

**Basic Disclosure:** A basic level disclosure obtained through Disclosure Scotland. Reveals convictions which are unspent under the *Rehabilitation of Offenders Act 1974*. Eligibility for a basic disclosure is not restricted in law.

**BACP:** British Association for Counselling and Psychotherapy

**BASW:** British Association of Social Workers

**Case Panel:** Membership will consist of the School DBS Coordinator (Chair), the relevant Course Director (or representative), Child Protection Co-ordinator (or representative) and the DBS Administrator.

**Child Workforce:** Roles which relate specifically to working with Children.

**Child:** A child is any person under the age of 18.

**Counter-signatory:** A countersignatory is a person within a Registered Body who is registered with the DBS to countersign applications, making a declaration that the position is eligible for the DBS check requested.

**DBS:** The Disclosure and Barring Service

**DBS Administrator:** The DBS Administrator works within the Professional Learning Programmes Unit (PLPU) and undertakes the administration of Criminal record checks and Panel Meetings

**DBS barred list:** The 'Children's barred list' and the 'Adults' barred list' are the DBS barred lists of individuals who are unsuitable for working with Children and adults respectively.

**DBS Coordinator:** The DBS Coordinator within the academic Schools has oversight of DBS checking and the Case Panel meetings

**DBS Disclosure:** The term that is used to describe the document issued to the applicant when a DBS check has been completed.

**DBS Check:** A criminal record check processed through the Disclosure and Barring Service

**DBS Update Service:** The update service is an online subscription, for standard and enhanced checks only, that allows applicants to keep their DBS certificates up to date and allows employers to view an applicant's certificate. The update service cannot currently be used for basic checks.

**Disclosure Scotland:** The Scottish equivalent of the DBS offering basic level criminal record checks to employers throughout the United Kingdom.

**Disclosure:** The term that is used to describe the service provided by the DBS.

**Enhanced check with a barred list check:** This DBS check is the same as the enhanced check, but includes a check of the DBS barred lists.

**Enhanced check:** This DBS check is the same as the standard DBS check plus any additional information held by local police that's reasonably considered relevant to the workforce being applied for (adult, child or 'other' workforce).

**EWC:** Education Workforce Council

**FPA:** Faculty of Physician Associates

**GPC:** General Pharmaceutical Council

**HCPC:** Health and Care Professional Council

**ITE:** Initial Teacher Education

**ITE Courses:** Courses which lead to qualified teacher status (QTS)

**Health Pre-registration courses:** BN Nursing Programmes, BSc Diagnostic Radiography, BM Midwifery

**Lead Counter-signatory:** The person within a registered body who will oversee the DBS process within their organisation.

**NMC:** Nursing and Midwifery Council

**'Other' Workforce:** People who do not specifically work with Children or adults but potentially both.

**PLPU:** Professional Learning Programmes Unit

**PNC:** Police National Computer

**QTS:** Qualified Teacher Status

**RCA:** Royal College of Physicians

**Registered Body:** Individuals can't apply for their own checks, only an employer or recruiter can apply to be a Registered Body, which can submit applications for vetting by the Disclosure and Barring Service.

**Regulated activity:** Regulated activity is defined in the HM Government (2006) Safeguarding Vulnerable Groups Act (Chapter 47) and subject to amendments in the HM Government (2012) Protection of Freedoms Act (Chapter 1). The definition of regulated activity in relation to adults outlines those activities which, if provided to any adult who requires them, will mean that the adult is considered vulnerable at that particular time. The definition of *regulated activity* in relation to children includes:

- (i) unsupervised activities, including teaching, training, instructing, caring for and/or supervising children; the provision of advice and/or guidance on wellbeing; and/or the conveying of a child;
- (ii) work for a limited range of establishments (specified places), with opportunity for contact: e.g.: schools, children's homes, childcare premises, but which excludes supervised volunteers.

**Rehabilitation of Offenders Act 1974:** enables some criminal convictions to be ignored after a rehabilitation period. Its purpose is that people do not have a lifelong blot on their records because of a relatively minor offence in their past.

**Relevant Programme:** A programme during which a student or trainee will have access to *Vulnerable Groups*.

**SCW:** Social Care Wales

**Standard check:** A DBS check for spent and unspent convictions, cautions, reprimands and final warnings.

**Vulnerable Adults:** An adult is a person aged 18 or over. An adult is considered vulnerable during the time which they require services including; health care; personal care; social care; assistance with cash, bills and shopping; assistance with the conduct of their affairs and conveying (transport in relation to health, personal or social care provision).

**Vulnerable Groups:** Children and Vulnerable Adults.

## **APPENDIX 2 Publications & Key Legislation**

### **School of Health Sciences**

- GPC (2019). *Standards for the education and training of pharmacist independent prescribers*. London: GPC.
- GPC (2017). *Standards for pharmacy professionals*. London: GPC.
- HCPC (2016). *Standards of conduct, performance and ethics*. London: HCPC. (Section 9.5).
- HCPC (2017). *Standards of education and training*. London: HCPC. (Section 2.4).
- HCPC (2018). *Standards of education and training guidance*. London: HCPC. (SET 2).
- HCPC (2010) *Guidance on conduct and ethics for students*. London: HCPC.
- HCPC (2012) *Guidance on health and character*. London: HCPC.
- HCPC (2008) *Standards of conduct, performance and ethics*. London: HCPC.
- NMC (2019) *Draft: Standards for pre-registration midwifery programmes*. London: NMC.
- NMC (2018). *The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates*. London: NMC. (Section 23.2).
- NMC (2018). *Part 1: Standards framework for nursing and midwifery education*. London: NMC. (Section 1.2-1.4).
- NMC (2018) *Part 3: Standards for pre-registration nursing programmes*. London: NMC.
- NMC (2018) *Quality Assurance Handbook*. Version 9. Cambridge: Mott MacDonald.
- NMC (2010) *Guidance on conduct and ethics for nursing and midwifery students*. London: NMC.
- NMC (2008) *The Code: Standards of conduct, performance and ethics for nurses and midwives*. London, NMC.COT (2010) *Code of Ethics and Professional Conduct, Performance*. London: COT.

### **School of Education and Human Development**

- EWC (2017) [Professional standards for teaching and leadership](#)

### **General Legislation**

- Children Act 1989 London: The Stationery Office.
- Criminal Justice and Court Services Act (2000) (s.35 and 36)
- Criminal Records Bureau (2001) Code of Practice and Explanatory Guide for Registered Persons and other recipients of Disclosure Information. DBS.
- Department of Health (2000) No Secrets: Guidance on Developing and Implementing Multi-Agency Policies and Procedures to Protect Vulnerable Adults From Abuse. London: The Stationery Office.
- Health Inspectorate Wales (2010) Safeguarding and Protecting Vulnerable Adults in Wales A review of the arrangements in place across the Welsh National Health Service. Caerphilly: Health Inspectorate Wales.
- Department of Health (2012) Regulated activity (adults) The definition of 'regulated activity' (adults) as defined by the Safeguarding Vulnerable Groups Act 2006 from 10th September 2012. London, DH.
- Police Act (Part V) 1997 London: The Stationery Office.
- Protection of Children Act 1999 (s.6) London: The Stationery Office.
- Rehabilitation of Offenders Act 1974 London: The Stationery Office.
- [Safeguarding Vulnerable Groups Act Chapter 47 2006](#) London: The Stationery

## **APPENDIX 3 Web links**

### **UK Government web links:**

The Disclosure and Barring Service:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

DBS Code of Practice:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

DBS guidance on eligibility, Child Workforce, Adult Workforce, 'Other' Workforce and Department for Education guidance on the scope of Regulated Activity in relation to Children:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

DBS Update Service:

<https://www.gov.uk/dbs-update-service>

DBS identity checking guidelines:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

DBS filtering guidance:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Home Office guidance on the application process for overseas criminal record checks:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Contact details for foreign embassies in the UK:

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Guidance for employers on criminal record checks:

<https://www.gov.uk/dbs-check-requests-guidance-for-employers>

The scope of Regulated Activity in relation to adults:

<https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

Statutory guidance: Supervision of activity with Children which is regulated activity when unsupervised:

<https://www.gov.uk/government/publications/supervision-of-activity-with-Children>

Statutory guidance: Working together to safeguard Children:

<https://www.gov.uk/government/publications/working-together-to-safeguard-Children--2>

Statutory guidance: Keeping children safe in education:

<https://www.gov.uk/government/publications/keeping-Children-safe-in-education--2>

Department of Education advice: Safeguarding practitioners: information sharing advice:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Department of Education advice: What to do if you're worried a child is being abused:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>



**Bangor University web links:**

Bangor University's Disclosure and Barring Checks (DBS) Policy

<https://www.bangor.ac.uk/humanresources/policies/recruitment/DBS%20Policy%20EN.pdf>

Bangor University's Safeguarding Policy

[https://www.bangor.ac.uk/governance-and-compliance/policy-](https://www.bangor.ac.uk/governance-and-compliance/policy-register/documents/Safeguarding%20Policy%20Approved%20v1%20Oct%2018.pdf)

[register/documents/Safeguarding%20Policy%20Approved%20v1%20Oct%2018.pdf](https://www.bangor.ac.uk/governance-and-compliance/policy-register/documents/Safeguarding%20Policy%20Approved%20v1%20Oct%2018.pdf)

Bangor University's Data Protection Policy:

[https://www.bangor.ac.uk/governance-and-](https://www.bangor.ac.uk/governance-and-compliance/dataprotection/documents/Data%20Protection%20Policy%20final%20July%202018%20v6.pdf)

[compliance/dataprotection/documents/Data%20Protection%20Policy%20final%20July%202018%20v6.pdf](https://www.bangor.ac.uk/governance-and-compliance/dataprotection/documents/Data%20Protection%20Policy%20final%20July%202018%20v6.pdf)

Bangor University's Termination of Studies Procedure, Academic Regulations and Codes of Practice:

<https://www.bangor.ac.uk/regulations/>

Bangor University's Ordinance for Student Discipline:

<https://www.bangor.ac.uk/about/docs/Bangor%20University%20Ordinances.pdf>

## **APPENDIX 4 DBS Application Methods**

### **DBS Update Service**

Individuals who have joined the DBS Update Service can use their existing DBS Disclosure providing it is for the appropriate Workforce and it is of the appropriate level of check, including a check of the DBS Barred List(s) if required. The individual's permission must be obtained before using the DBS Update Service to undertake a status check. The University must be legally entitled to obtain the information contained within the DBS Disclosure, including a check of the DBS Barred List(s) if applicable.

The individual will present the original criminal record check documentation and one of the Group 1 forms of identification as outlined in the [DBS ID checking guidelines](#).

The DBS Administrator will use the identification document to verify that the DBS Disclosure belongs to the individual.

The DBS Administrator will check that the DBS Disclosure is for the appropriate Workforce, that it is of the appropriate level of check and that it includes a check of the DBS Barred List(s) if required.

The DBS Administrator will access the DBS Update Service online to check the status of the individual's DBS Disclosure, there are three possible outcomes:

- The Disclosure did not reveal any information and remains current as no further information has been identified since its issue.
- This Disclosure remains current as no further information has been identified since its issue.
- This Disclosure is no longer current. The individual must apply for a new DBS check.

The DBS Administrator will record the DBS Disclosure reference number, the DBS Disclosure issue date and the date that the DBS Update Service was used.

The DBS Administrator will follow the appropriate action for responding to a criminal record check.

### **Online DBS application**

Individuals can apply for a DBS Disclosure online using [GBG OnlineDisclosures](#).

Before beginning the application, either the individual or the DBS Administrator must decide whether the individual will undertake their identity check at a Post Office or with the DBS Administrator. There are two Organisation pin numbers, one to be used when an individual will go to a Post Office for their identity check and the other to be used when an individual will go to the DBS Administrator for their identity check. Using the appropriate Organisation pin the individual self-registers on the [GBG OnlineDisclosures](#) website and completes the DBS application online.

The individual takes their identification documents for verification to the Post Office (participating branches only) or to the relevant Administrator.

The individual pays the appropriate fee for the DBS check.

The DBS application can be tracked using the OnlineDisclosures website.

The DBS Administrator views the result of the DBS check online, there are two possible outcomes:

- The DBS check is clear. The DBS Administrator will record the DBS Disclosure reference number and the issue date. The DBS Administrator will follow the appropriate action for responding to a criminal record check.
- The DBS check is not clear. The DBS Administrator will record the DBS Disclosure reference number and issue date. The individual will be asked to present their DBS Disclosure to the DBS

Administrator. The DBS Administrator will follow the appropriate action for responding to a criminal record check.

The OnlineDisclosures system is currently only available through the medium of English. Students wishing to apply for their DBS check through the medium of Welsh are advised to contact the DBS administrator.

### **Paper-based DBS application**

The DBS Administrator will provide the individual with a DBS application form and a list of the identification documents required as outlined in the [DBS ID checking guidelines](#). The DBS application form is available in either English or Welsh.

The individual will complete the DBS application form and will present the form and the identification documents to the DBS Administrator.

The DBS Administrator will check the application form for errors and validate the name, date of birth and address provided using DBS 3-route identity checking process. The DBS Administrator will follow the DBS identification checking guidelines.

Individuals who cannot provide the necessary identification documents will be asked to go for fingerprinting at their local police station.

The individual pays the appropriate fee for the DBS check.

The Counter-signatory will sign the application form and send it to the DBS.

The DBS application can be tracked online using the DBS Tracking Service.

The DBS will send the DBS Disclosure to the individual's current address.

The individual will present the DBS Disclosure to the DBS Administrator.

The DBS Administrator will record the DBS Disclosure reference number and issue date and follow the appropriate action for responding to a criminal record check.

## **APPENDIX 5 Summary the type or level of checks required for Relevant Programmes**

<b><u>Programme</u></b>	<b><u>Statutory / regulatory body</u></b>	<b><u>Professional body</u></b>	<b><u>Level of Check</u></b>	<b><u>Child Barred</u></b>	<b><u>Adult Barred</u></b>	<b><u>Self-declaration</u></b>
<b>School of Education and Human Development</b>						
BA Primary Education	EWC	EWC	Enhanced	Yes	No	Admissions, yr2 & 3
BSc Design and Technology	EWC	EWC	Enhanced	Yes	No	Admissions, yr2 & 3
PGCE Primary	EWC	EWC	Enhanced	Yes	No	Admissions, yr2 & 3
PGCE Secondary	EWC	EWC	Enhanced	Yes	No	Admissions, yr2 & 3
MA Education (fulltime)			Enhanced	Yes	No	Yr2 & 3
BA Childhood and Youth Studies			Enhanced	Yes	No	Yr2 & 3
<b>School of Health Sciences</b>						
BN Adult Nursing (full & part time)	NMC	NMC	Enhanced	Yes	Yes	Admissions, start yr2, start & end yr3
BN Children Nursing	NMC	NMC	Enhanced	Yes	Yes	Admissions, start yr2, start & end yr3
BN Learning Disability Nursing	NMC	NMC	Enhanced	Yes	Yes	Admissions, start yr2, start & end yr3
BN Mental Health Nursing (full & part time)	NMC	NMC	Enhanced	Yes	Yes	Admissions, start yr2, start & end yr3
BM Midwifery	NMC	NMC	Enhanced	Yes	Yes	Admissions, start yr2, start & end yr3
BSc Diagnostic Radiography	HCPC	HCPC	Enhanced	Yes	Yes	Admissions, start yr2, start & end yr3
MA Social Work	SCW	BASW	Enhanced	Yes	Yes	Admissions, year 2
Non-Medical Prescribing	HCPC, GPC & NMC	HCPC, GPC & NMC	Enhanced	Yes	Yes	Admissions
Return to Practice Nursing	NMC	NMC	Enhanced	Yes	Yes	Admissions
Return to Practice Midwifery	NMC	NMC	Enhanced	Yes	Yes	Admissions
Advanced Clinical Practice	HCPC, & NMC	HCPC, & NMC	Enhanced	Yes	Yes	Admissions
<b>School of Medical Sciences*</b>						
MSc Physician Associates	RCP	FPA	Enhanced	Yes	Yes	Admissions and yr2
* Cardiff University criminal records policy and procedures apply to the MBBCh Medicine programme.						
<b>School of Psychology</b>						
MSc Counselling		BACP	Enhanced	No	Yes	Pre, middle and end of placement
<b>School of Sport, Health and Exercise Sciences</b>						
Applicable modules only.						

Please note that **Appendix 5** may be subject to change and may not list all the *Relevant Programmes* within the College of Human Sciences

Please note that self-declaration forms are obtained during the admissions process for applicants and at the beginning of the academic year for students.

## **APPENDIX 6 Applicant Self Declaration of Criminal Records**

Please read, complete and return the signed original form to **Nia Galliford Owen, Professional Learning Programmes Unit, Bangor University, Brigantia Building, Penrallt Road, Bangor, Gwynedd LL57 2AS**

- This form must be completed by **all applicants** including those who do not have a criminal record
- Your place on the programme is subject to satisfactory criminal record checks
- You are required to complete this form in full, including any information you have already declared elsewhere as part of the admissions process.

**Criminal Records:** The programme you have applied for will require you to undertake duties which are exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare both ‘spent’ and ‘unspent’ convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), including those which occurred as a juvenile and pending prosecutions.

A criminal record does not exclude you from applying for a place on the programme. The circumstances and background of an applicant’s criminal record are considered in accordance with the College Criminal Records Policy and Procedures.

**DBS Check:** In addition to completing the self-declaration form, you will need an Enhanced Disclosure from the Disclosure and Barring Service (DBS) including a check of the children’s and / or adults’ barred lists as applicable. Information explaining how to obtain the DBS check will be sent to you before the start of the programme.

**Non-UK Check:** If you have lived or worked outside the United Kingdom for 12 months or more, you will also be required to undertake criminal record checks from the countries where you have worked or lived. In some cases, you may be required to obtain professional and character references. Please provide details of your address history on this form and we will contact you to explain what is required.

**Previous study:** If you have been withdrawn from or failed to complete a programme of teacher training, health, counselling or social care you are required to declare the details on this form.

**Further information:** Please contact Nia Galliford Owen ([n.galliford@bangor.ac.uk](mailto:n.galliford@bangor.ac.uk)) if you need help with this form.

<b>PERSONAL DETAILS</b>			
<b>First name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Home address:</b>	
<b>ADDRESS HISTORY:</b> If you have lived or worked outside the UK for 12 months or more, please provide details from the age of 18 to present			
<b>Town or City</b>	<b>Country</b>	<b>Date from (Month and year)</b>	<b>Date to (Month and year)</b>

**PREVIOUS STUDY**

Have you ever been withdrawn from or failed to complete a programme of teacher training, health, counselling or social care at any higher or further education institution?

Yes  No

If you have answered yes, please provide details in the space below.

**CRIMINAL RECORD**

Do you have any 'spent' or 'unspent' convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? You must include those that occurred as a juvenile and details of any pending prosecutions.

Yes  No

If you have answered yes, please provide details of your criminal record in the space below.

Details of convictions, cautions, reprimands, final warnings or pending prosecutions	Police Authority or Court	Date

**DECLARATION**

I declare that the information provided on this form is correct. I understand that incorrect information or failure to submit a self-declaration may result in my application being terminated.

Signed:

Date:

**Data Protection / Privacy Statement**

- The information which you provide on this form will be used by the University in the decision making process which will include a criminal records disclosure, and any other checks (including criminal checks from overseas as necessary) as to your suitability to work with a *Vulnerable Group*.
- Subject to the Data Protection Act 2018 and General Data Protection Regulations and other relevant legislation information supplied on this form and contained on your DBS disclosure or other checks, may be shared with other relevant professional, statutory and regulatory bodies or partner placement providers to assess your suitability for registration and training.
- If you are offered a place on the programme of study, this form is held until such time as the University receives a DBS Disclosure (and where necessary overseas check) and may be held for the duration of your studies. In line with the DBS Code of Practice for Registered Bodies copies of DBS Disclosures and overseas checks will be destroyed no later than six months following the recruitment decision. If you are unsuccessful, the form will be destroyed no later than six months following the start of the academic year for which you applied.

## **APPENDIX 7 Self-Declaration of Criminal Records (returning students)**

Please return the signed form to Student Administration [insert applicable hub address].

**This form must be completed by students returning from a period of timeout/returning from a suspension of studies and by all students on entry to Year 2 and Year 3.**

In accordance with the College's Criminal Records Policy and Procedures you are required to declare convictions, cautions, reprimands or final warnings incurred since your previous criminal record check or self-declaration, including any prosecutions pending.

<b>SECTION 1</b>			
<b>Full name:</b>		<b>Student number:</b>	
<b>Course:</b>		<b>Cohort:</b>	
<b>SECTION 2</b>			
Have you received a conviction, caution, reprimand or final warning since your previous declaration? This also includes any prosecutions pending. <b>Circle appropriate response:</b>			
<b>No</b> If 'No' go to Section 4			
<b>Yes</b> If 'Yes' provide the relevant information in Section 3 and then go to Section 4			
<b>SECTION 3</b>			
<b>Details of convictions, cautions, reprimands, final warnings or pending prosecutions</b>	<b>Police Authority or Court</b>	<b>Date</b>	
<b>SECTION 4</b>			
<b>Declaration</b>			
I declare that the information I have provided in relation to convictions, cautions, reprimands, final warnings and prosecutions pending is accurate. I understand that any attempt to conceal this information will result in my being discontinued from the course. I agree that further enquiries that are considered necessary may be undertaken, including a Disclosure Barring Service (DBS) check. In signing this declaration I also confirm my intention to comply with the student and professional codes appropriate to my programme of study.			
<b>NAME (please print):</b> _____			
<b>Signature:</b> _____			
<b>Current address:</b> _____			
<b>Date:</b> _____			

### **Data Protection / Privacy Statement**


- The information which you provide on this form will be used by the University in the decision making process in respect of your suitability to work with a *Vulnerable Group*.
- Subject to the Data Protection Act 2018 and General Data Protection Regulations and other relevant legislation information supplied on this form and contained on your DBS disclosure or other checks, may be shared with other relevant professional, statutory and regulatory bodies or partner placement providers to assess your suitability for registration and training.
- This form is held for the duration of your studies.


## APPENDIX 8 Risk Assessment


<b>Betsi Cadwaladr University Health Board/Bangor University</b>	
Pre-registration course	<b>Nursing/Midwifery/Occupational Therapy/Radiography/Operating Department Practitioner</b>
Student name	
Date of previous assessment:	
HEI and BCUHB staff involved in previous assessment:	
Details of previous assessment identifying potential risks:	
HEI/BCUHB staff involved in this assessment	
DATE	

<u>Description of existing control measures in place:</u> Were there any restriction in place following the initial risk assessment meeting? YES/NO If so, what were they?	
Previous Score	
Date previous Risk Assessment Undertaken	
Likelihood (L)	Risk (LxC)

Risk Rating.					
LIKELIHOOD	CONSEQUENCES				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	5	10	15	20	25
4. Likely	4	8	12	16	20
3. Possible	3	6	9	12	15
2. Unlikely	2	4	6	8	10
1. Rare	1	2	3	4	5

 **Significant Risk (15 - 25)** Action and reassessment within 1 month, to be entered onto directorate risk register, and escalated through directorate risk group.

 **Manageable Risk (6 - 12)** Action and reassessment within 6 months, to be entered onto directorate risk register, and monitored to identify incident trends or failure of control measures.

 **Acceptable Risk (1 - 5)** Reassessment within 12 months, to be entered onto directorate resolved risk register and monitored for failure of control measures.



**Further information/Issues discussed:**

Has there been any concern raised by placement provider relating to the risks identified?

Has there been any concern raised by the university during university/theoretical time relating to the risks identified?

Has there been any further issues relating to their criminal record?

Are there any issues that need to be referred to the Health Board?

YES/NO

If no, please inform the student that this is the end of the process and they will not be required to attend further meetings with regard to their current DBS record.

Signed BCUHB representative:

Job Title:

\_\_\_\_\_

\_\_\_\_\_

Signed HEI representative:

Job Title:

\_\_\_\_\_

\_\_\_\_\_

**Completed Risk Assessment should be forwarded to relevant partnership representative within 14 days.**

## **APPENDIX 9 DBS Enhanced Disclosure Decision Proforma**

For use of the School of Health Sciences, Bangor University and the Institute of Health, Medical Sciences and Society, Glyndwr University Wrexham (subject area undergraduate Nursing), and Betsi Cadwaladr University Health Board (BCUHB) or other placement provider.

This form is to be completed following discussion between the course director/programme leader and designated representative from BCUHB, in relation to any cautions/convictions/reprimands/warnings, identified on an applicant's DBS Enhanced Disclosure and any other concerns arising in the admissions process.

Candidate Identification Number: \_\_\_\_\_

Date of cautions/convictions: \_\_\_\_\_

Name of HEI representative: \_\_\_\_\_

Name of BCUHB/placement representative: \_\_\_\_\_

Decision agreed following (tick box that applies):

<b>Discussion by telephone</b>	
<b>Discussion and liaison with significant others</b> <i>Please specify names and title:</i>	
<b>Discussion between HEI representative, BCUHB representative and candidate</b>	

Agreed Decision:

<b>Application to proceed</b>	
<b>Application <u>not</u> to proceed</b>	

Signatures and Date:

HEI representative: \_\_\_\_\_ Date: \_\_\_\_\_

BCUHB representative: \_\_\_\_\_ Date: \_\_\_\_\_

**This form should be returned to the Designated Signatory for confidential filing in the DBS Enhanced Disclosure secure locked cabinet.**