

DISCLOSURE AND BARRING SERVICE (DBS) PROCESS

FOR FACULTY OF HEALTH AND LIFE SCIENCES PROFESSIONAL COURSES¹

All successful applicants to health and social care programmes, where a formal criminal record check is required, will undergo a compulsory screening. This process is in line with the following government guidelines:

Applicants from the UK*

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

Applicants from the EU and international students

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

In addition to the original police checks undertaken at admission, all EU and international students in the Faculty studying in the UK for more than one year will be required to undertake a UK DBS check at the end of the first year of their programme to permit progression into the second and subsequent years.

- A UK DBS cannot be sought for any student not resident in the UK during admissions process as they do not meet the residential requirements for a UK DBS
- A UK DBS needs to be sought **one year post course commencement** (as they will have lived in the UK for a year and will then have a DBS status to be checked). This will be a requirement for students to be issued with a "Fitness to Practise ID Badge" for the second year of their programme.
- The Practice Education Unit are responsible for seeking DBS clearance post enrolment (including student admitted through Clearing)
- The student can be entered onto PIP with a cleared police check (code XPOL) once a clear 'home country' European/ international police check has been received and processed as per Faculty process and above Home Office Guidance

*Post registration applicants on a continuing professional development programme, where criminal records check is required and who make a declaration, will be required to undergo the same screening process as pre-registration professionals. In those instances the Faculty will receive the declaration rather than the University central Admissions team.

Where an applicant declares a conviction, caution or reprimand the process outlined in the following diagram will be observed. Applicants declaring at any stage during:

- the admissions process (e.g. UCAS application),
- the university offer process (including the Rehabilitation of Offenders),
or
- as identified by the received DBS certificate will be required to undergo screening.

Glossary:

CCS means Criminal Conviction Spreadsheet

DBS means the UK Disclosure and Barring Service

PEMS means the Faculty Practice Education Management System

Programme Lead (PL) means the Programme Lead (PL) for the programme applied for, or a PL from another programme, or a member of the Faculty Executive Team

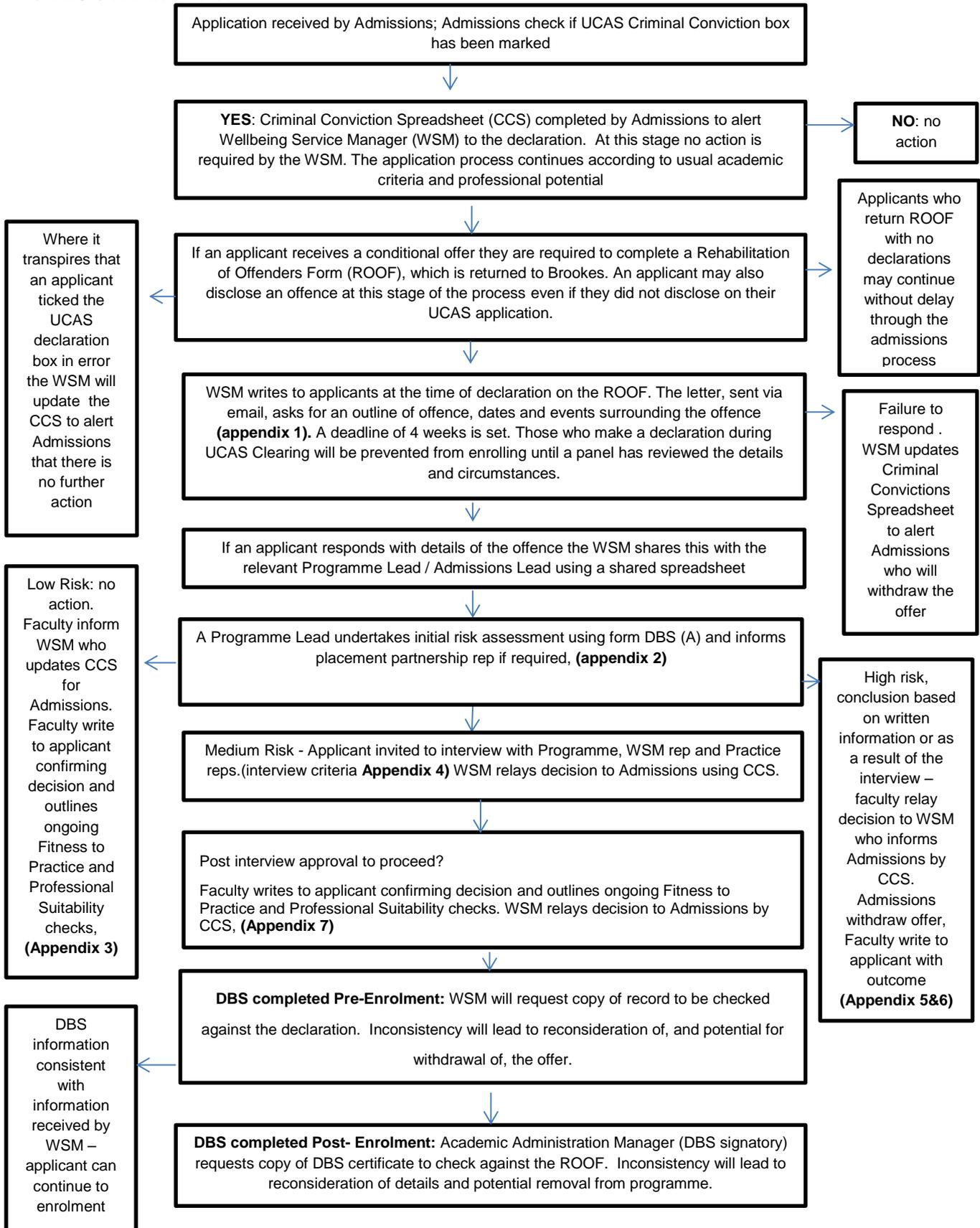
ROOF means the Rehabilitation of Offenders Form

UCAS means Undergraduate Courses At University And College

WSM means the University Wellbeing Service Manager

¹ Professional courses include all health and social care pre-registration programmes

The DBS Clearance Process



Subsequent DBS incident occurs after the initial check: Practice Education Unit alert Programme Lead to assess, (Appendix 8)

Appendix 1: Letter from WSM requesting further details

Dear [name],

As part of my role within the University I am responsible for following up certain pieces of information received during the course application process. Such information includes notification of criminal convictions, cautions, reprimands that are self-declared on, for example, UCAS forms/Rehabilitation of Offender forms. In this instance, I have received notification that you have declared a conviction/caution on your [Rehabilitation of Offenders form returned to the university] [UCAS application] [UKPASS application].

Although you may have already discussed the offence with a member of staff at Oxford Brookes on an informal basis or at interview, this letter serves as a formal request for *further* information so that we can carry out a risk assessment before continuing to process your application. Could you please forward me details of the offence(s) to include the events surrounding it, its relationship to your life at the time, how your life circumstances may have changed and your present day view of the offence? It would also be helpful if you could forward (if you have any) references from a Solicitor, Probation Officer or other person with knowledge of the offence. It may, of course, be the case that you ticked the criminal conviction box in error in which case could you please inform me of this.

Once I have received the information it will be assessed for any risk to the University and its community. The information may also be sent to your Course Admission Lead to assess for a Faculty decision. There are several possible outcomes:

- your application will be processed using the normal academic criteria and without further intervention;
- you may be asked to attend an interview to discuss the information;
- if you are considered to present an unacceptable risk to the university or its communities your application may be rejected.

If you are not sure whether your caution, conviction, reprimand or final warning is 'protected' under the Rehabilitation Of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) you should seek advice from Unlock. This is an independent charity providing advice for people with convictions: <http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

Please respond to this correspondence within three weeks of the date of this letter. If we do not hear from you within this time period your application may be rejected. I look forward to hearing from you so that we can process your application as quickly as possible.

Yours sincerely,

Wellbeing Service Manager

FACULTY OF HEALTH AND LIFE SCIENCES

Appendix 2: form DBS (A)

OXFORD BROOKES UNIVERSITY PRE-REGISTRATION PROGRAMMES RECRUITMENT: OUTCOME OF PANEL DECISION REGARDING CONSIDERATION OF ISSUES RECORDED ON DBS

Form DBS (A)

APPLICANT NAME	
APPLICATION NUMBER	
COURSE	
ENTRY	
Form completed by:	
Form checked by:	

Type of Caution/Conviction		
Actual Bodily Harm / Grievous Bodily Harm / Sexual offences	High	3
Fraud / Deception / Theft	High	3
Drug / Drink related	High	3
Serious Driving Offences (dangerous driving / leaving the scene of an accident)	High	3
Driving Offences	Low	1
Public Order	Medium	2

Date of Conviction		
Up to 5 years ago	High	3
5-10 years ago	Medium	2
10 years plus	Low	1

Level of Sentence (if any) e.g. Caution / Conviction		
Custodial (includes suspended)	High	3
Probation / Community Service	Medium	2
Caution / Fine / Warning / Reprimand	Low	1
Other	Dependent on information	

Declaration of Conviction		
Declared on DBS Application & Rehabilitation of Offenders Form or prior e.g. interview	0 points added	0
Not declared as above	4 points added	4
Declared on receipt of DBS Report	4 points added	4
Number of convictions	1 point per conviction	1
Assessment of Potential Student Placement contacts with:		
Vulnerable Adults/Children		1

Total Score	Add above totals	
Risk Rating	8 + = High 6-7 = Medium 1-5 = Low	

Outcome and Offer Decisions

Additional Information	
<p>Offer Decision Suggested Guidance: Low Risk = accept with no further action Medium Risk = invite for interview High Risk = discontinue application</p>	
Further Action	Who

Appendix 3: Low risk acceptance letter

Dear

**Re: Faculty decision regarding support for an applicant who
has declared a caution, conviction or reprimand.**

Programme: XXXX

Thank you for submitting a statement outlining the details surrounding your declaration.

I am writing to inform you that we are satisfied that your declaration does not present a barrier to your undertaking of an educational programme at Oxford Brookes University. It is clear that you have understood the significance of your actions and have made positive changes to your life. In the unlikely event that anything further appears on your formal DBS paperwork we would have to reconsider this decision.

We are also obliged to tell you that in your chosen profession you will be required to make further declarations in order to obtain registration and throughout your career with subsequent employers.

Yours sincerely

NAME AND TITLE DETAILS

1. Original copy for applicant
2. Copy retained for student file

Appendix 4: Interview questions template

Here are suggested questions panels are required to ask during a DBS interview.

1. Describe in your own words what happened and give us an outline of what was happening in your life at that time.
2. Can you tell us why your caution/conviction might be an issue in a health care or social work role, as a student or a professional?

Panels can then add in further questions depending on the situation and the answers they receive. At the end of the meeting a successful candidate should have satisfied the following criteria.

- Applicant shows understanding of seriousness of offence.
- Applicant takes responsibility for actions.
- Applicant can demonstrate that their circumstances and attitude have changed since the incident(s).
- Applicant can articulate how they would cope differently and avoid re occurrence now.
- Applicant can demonstrate how they would access help and support whilst a student on the course.

Appendix 5: High risk, non interview, rejection

Dear

**Re: Faculty decision regarding support for an applicant who
has declared a caution, conviction or reprimand.**

Programme: XXXX

Thank you for submitting a statement outlining the details surrounding your declaration.

I am writing to inform you that we have now considered your statement and have arrived at a decision regarding your offer. I am sorry to inform you that at the present time your declaration presents a barrier to your undertaking XCOURSE DETAILSX at Oxford Brookes University.

Your DBS status may not prevent you from undertaking a non-placement based degree programme but for this, professionally registered programme, we regret that we are now required to withdraw our offer.

Yours sincerely

Appendix 6: Medium risk, post interview, rejection

Dear

**Re: Faculty decision regarding support for an applicant who
has declared a caution, conviction or reprimand.**

Programme: XXXX

Thank you for attending an interview in which we invited you to discuss the details surrounding your declaration.

I am writing to inform you that we have considered your declaration in full light of the circumstances and have arrived at a decision regarding your offer. I am afraid that at the present time your declaration presents a barrier to your undertaking an educational pre-registration health care or social work programme at Oxford Brookes University.

At this point your criminal record will prevent you from entering any placement setting for the programme applied for which is an essential requirement of the programme. Your DBS record may not prevent you from undertaking a non-placement based degree programme but for this, professionally registered programme, we are now required to withdraw our offer.

Yours sincerely

Appendix 7 Medium risk post interview acceptance

Dear

**Re: Faculty decision regarding support for an applicant who
has declared a caution, conviction or reprimand.**

Programme: XXXX

Thank you for attending an interview in which we invited you to discuss the details surrounding your declaration.

I am writing to inform you that we have considered your declaration in full light of the circumstances and have arrived at a decision regarding your offer. We are satisfied that your declaration does not present a barrier to your undertaking XCOURSENAMEX at Oxford Brookes University. It is clear that you have understood the significance of your actions and have made positive changes to your life. In the unlikely event that anything further appears on your DBS certificate, we will revisit this decision.

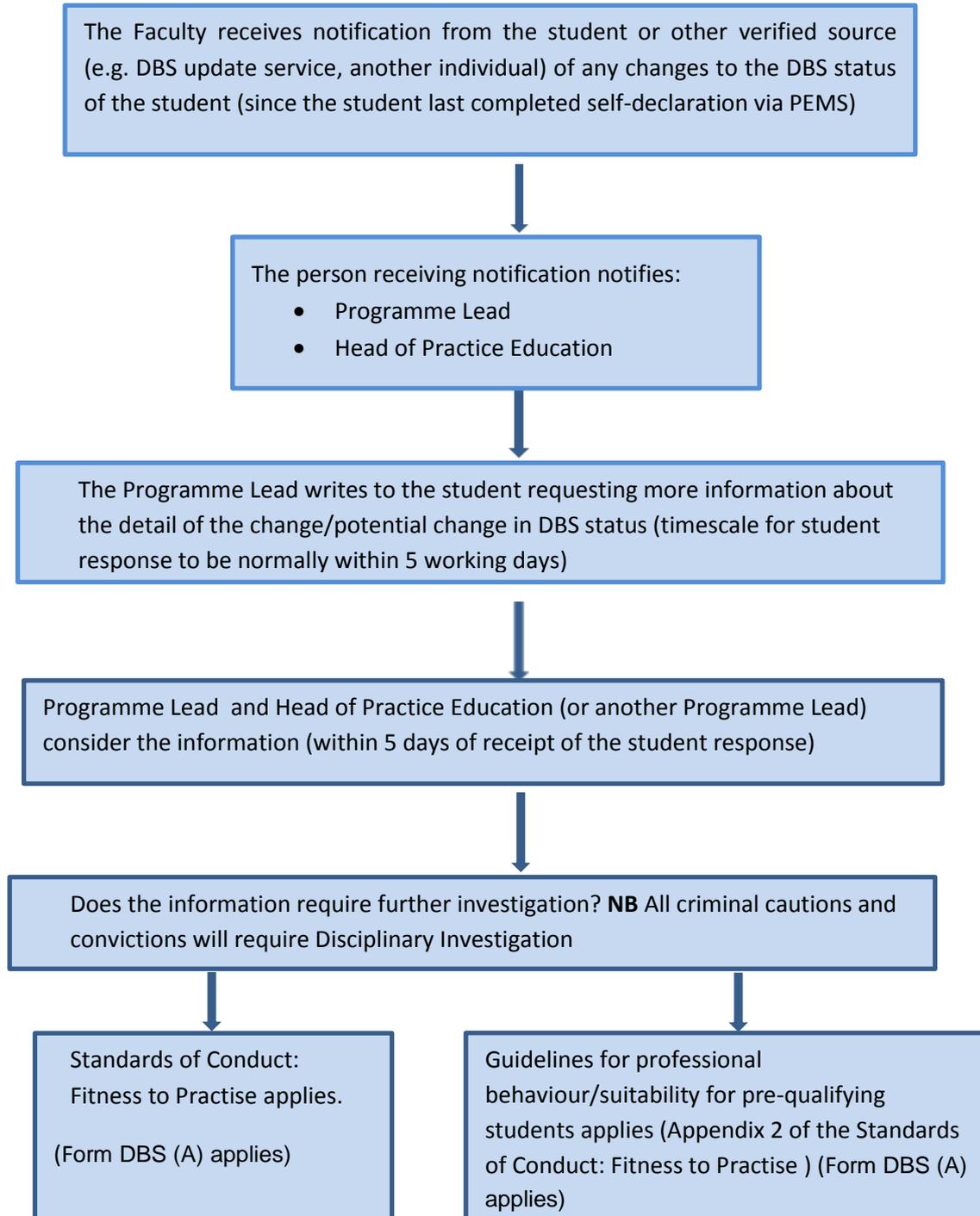
We are also obliged to tell you that in your chosen profession you will be required to make further declarations in order to obtain registration and throughout your career with subsequent employers.

Yours sincerely

1. Original copy for applicant
2. Copy retained for student file

Appendix 8:

PROCESS FOR ADDRESSING CHANGE OR POTENTIAL CHANGE IN DBS STATUS AFTER INITIAL CLEARANCE OBTAINED (POST ENROLMENT) OR FOR STUDENTS ADMITTED THROUGH CLEARING.



The Standards of Conduct: Fitness to Practise (pre-registration students) are found on the following link:
<http://www.hls.brookes.ac.uk/peu>

The Guidelines for professional behaviour/suitability for pre-qualifying students are found on the following link:
<http://www.hls.brookes.ac.uk/images/pdfs/plu/guidelines-for-professional-behaviour-suitability-for-pre-qualifying-students.pdf>