DISCLOSURE AND BARRING SERVICE (DBS) PROCESS

FOR FACULTY OF HEALTH AND LIFE SCIENCES PROFESSIONAL COURSES

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

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

Application received by Admissions; Admissions check if UCAS Criminal Conviction box has been marked

**YES:** Criminal Conviction Spreadsheet (CCS) completed by Admissions to alert Wellbeing Service Manager (WSM) to the declaration. At this stage no action is required by the WSM. The application process continues according to usual academic criteria and professional potential

Applicants who return ROOF with no declarations may continue without delay through the admissions process

Where it transpires that an applicant ticked the UCAS declaration box in error the WSM will update the CCS to alert Admissions that there is no further action

If an applicant receives a conditional offer they are required to complete a Rehabilitation of Offenders Form (ROOF), which is returned to Brookes. An applicant may also disclose an offence at this stage of the process even if they did not disclose on their UCAS application.

Failure to respond, WSM updates Criminal Convictions Spreadsheet to alert Admissions who will withdraw the offer

Low Risk: no action. Faculty inform WSM who updates CCS for Admissions. Faculty write to applicant confirming decision and outlines ongoing Fitness to Practice and Professional Suitability checks. *(Appendix 3)*

WSM writes to applicants at the time of declaration on the ROOF. The letter, sent via email, asks for an outline of offence, dates and events surrounding the offence *(appendix 1)*. A deadline of 4 weeks is set. Those who make a declaration during UCAS Clearing will be prevented from enrolling until a panel has reviewed the details and circumstances.

High risk, conclusion based on written information or as a result of the interview – faculty relay decision to WSM who informs Admissions by CCS. Admissions withdraw offer, Faculty write to applicant with outcome *(Appendix 5&6)*

If an applicant responds with details of the offence the WSM shares this with the relevant Programme Lead / Admissions Lead using a shared spreadsheet

A Programme Lead undertakes initial risk assessment using form DBS (A) and informs placement partnership rep if required. *(appendix 2)*

Medium Risk - Applicant invited to interview with Programme, WSM rep and Practice reps. *(interview criteria Appendix 4)* WSM relays decision to Admissions using CCS.

Post interview approval to proceed? Faculty writes to applicant confirming decision and outlines ongoing Fitness to Practice and Professional Suitability checks. WSM relays decision to Admissions by CCS. *(Appendix 7)*

DBS completed Pre-Enrolment: WSM will request copy of record to be checked against the declaration. Inconsistency will lead to reconsideration of, and potential for withdrawal of, the offer.

DBS completed Post-Enrolment: Academic Administration Manager (DBS signatory) requests copy of DBS certificate to check against the ROOF. Inconsistency will lead to reconsideration of details and potential removal from programme.

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

Form DBS (A)

<table>
<thead>
<tr>
<th>APPLICANT NAME</th>
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<tr>
<td>APPLICATION NUMBER</td>
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</tr>
<tr>
<td>COURSE</td>
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<tr>
<td>ENTRY</td>
<td></td>
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<tr>
<td>Form completed by:</td>
<td></td>
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<tr>
<td>Form checked by:</td>
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<table>
<thead>
<tr>
<th>Type of Caution/Conviction</th>
<th>Level</th>
<th>Points</th>
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<tbody>
<tr>
<td>Actual Bodily Harm / Grievous Bodily Harm / Sexual offences</td>
<td>High</td>
<td>3</td>
</tr>
<tr>
<td>Fraud / Deception / Theft</td>
<td>High</td>
<td>3</td>
</tr>
<tr>
<td>Drug / Drink related</td>
<td>High</td>
<td>3</td>
</tr>
<tr>
<td>Serious Driving Offences (dangerous driving / leaving the scene of an accident)</td>
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<td>3</td>
</tr>
<tr>
<td>Driving Offences</td>
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<tr>
<td>Public Order</td>
<td>Medium</td>
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<table>
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<tr>
<th>Date of Conviction</th>
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<th>Points</th>
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<tbody>
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<td>Up to 5 years ago</td>
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<td>5-10 years ago</td>
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<tr>
<td>10 years plus</td>
<td>Low</td>
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<table>
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<th>Level of Sentence (if any) e.g. Caution / Conviction</th>
<th>Level</th>
<th>Points</th>
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<td>Custodial (includes suspended)</td>
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<td>Probation / Community Service</td>
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<tr>
<td>Caution / Fine / Warning / Reprimand</td>
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<tr>
<td>Other</td>
<td>Dependent on information</td>
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<table>
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<tr>
<th>Declaration of Conviction</th>
<th>Points</th>
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<tbody>
<tr>
<td>Declared on DBS Application &amp; Rehabilitation of Offenders Form or prior e.g. interview</td>
<td>0 points added</td>
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<tr>
<td>Not declared as above</td>
<td>4 points added</td>
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<tr>
<td>Declared on receipt of DBS Report</td>
<td>4 points added</td>
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<tr>
<td>Number of convictions</td>
<td>1 point per conviction</td>
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**Assessment of Potential Student Placement contacts with:**

Vulnerable Adults/Children | 1
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<th>Total Score</th>
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<tbody>
<tr>
<td>Risk Rating</td>
<td>8+ = High</td>
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<tr>
<td></td>
<td>6-7 = Medium</td>
</tr>
<tr>
<td></td>
<td>1-5 = Low</td>
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**Outcome and Offer Decisions**

**Additional Information**

**Offer Decision**  
Suggested Guidance:  
Low Risk = accept with no further action  
Medium Risk = invite for interview  
High Risk = discontinue application

**Further Action**  
Who

Adapted in May 2015 from Oxford University Hospitals NHS Trust Criminal Record and Barring Checks Policy Version 4.0
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 reoccurrence now.

- Applicant can demonstrate how they would access help and support whilst a student on the course.
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 X COURSE DETAILS X 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
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
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 Faculty receives notification from the student or other verified source (e.g. DBS update service, another individual) of any changes to the DBS status of the student (since the student last completed self-declaration via PEMS)

The person receiving notification notifies:
- Programme Lead
- Head of Practice Education

The Programme Lead writes to the student requesting more information about the detail of the change/potential change in DBS status (timescale for student response to be normally within 5 working days)

Programme Lead and Head of Practice Education (or another Programme Lead) consider the information (within 5 days of receipt of the student response)

Does the information require further investigation? **NB** All criminal cautions and convictions will require Disciplinary Investigation

- Standards of Conduct: Fitness to Practise applies.  
  (Form DBS (A) applies)

- Guidelines for professional behaviour/suitability for pre-qualifying students applies (Appendix 2 of the Standards of Conduct: Fitness to Practise) (Form DBS (A) applies)

The Standards of Conduct: Fitness to Practise (pre-registration students) are found on the following link: [http://www.hls.brookes.ac.uk/peu](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](http://www.hls.brookes.ac.uk/images/pdfs/plu/guidelines-for-professional-behaviour-suitability-for-pre-qualifying-students.pdf)