

# **DISCLOSURE AND BARRING SERVICE (DBS)**

## **CRIMINAL RECORD CHECK**

### **GUIDANCE NOTES FOR STUDENTS**

If you are undertaking one of the following courses you will need to have a DBS check / renewal before you can carry out your work placements. This is paid for by the College and can take several weeks to process.

- BTEC Level 3 in Children's Play, Learning and Development
- BTEC Level 2 in Children's Play Learning and Development
- BTEC Level 3 in Health & Social Care
- BTEC Level 2 in Health & Social Care
- Preparing for Teaching

**Year 1 Students** – please follow the instructions below

**Year 2 Students** – please bring your original DBS Certificate, along with a credit or debit card, that has sufficient funds for the £13 update service renewal payment. This payment will be reimbursed to you by Wilberforce College.

#### **DBS Update Service**

We also request that you subscribe to the Update Service when you apply for a DBS check, which means that you may never need to apply for another one again.

For a small annual subscription of just £13 you can have your DBS Certificate kept up-to-date and take it with you from role to role, where the same type and level of check is required. By subscribing to the new Update Service you could save yourself a lot of time and money in the future.

If you would like further information on this, please look at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### **How do I obtain my DBS check?**

Overleaf is a list that shows the documents that are accepted for DBS checks.

You need to bring **ALL** of the documents from this list that **YOU HAVE** into college at enrolment, in order that we can proceed with a DBS application:

We also request that you subscribe to the Update Service. To do this you need to bring a credit or debit card with you, that has sufficient funds for the £13 payment, along with details of the bank account where you would like the money refunding to. This payment will be reimbursed to you by Wilberforce College.

#### **Data Protection**

Please ensure you read the enclosed booklet about the DBS Standard/Enhanced Check Privacy Policy. At enrolment you will be asked to confirm you have read and understood it. This is a DBS regulation. The Policy can be found on the web at

<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

Any information provided to the college will be held in line with the General Data Protection Regulation Act (2018). For further information see our Privacy Notices on the college website, [www.wilberforce.ac.uk](http://www.wilberforce.ac.uk).

- ◆ Current valid Passport
- ◆ Current Driving Licence – full or provisional (Photo card licence)
- ◆ Birth Certificate
- ◆ Adoption Certificate / Change of Name Deed
- ◆ Bank/Building Society Statement or Account Opening Confirmation Letter (less than 3 months old and not printed from the internet)
- ◆ P45 / P60 Statement
- ◆ Benefit Statement, eg Child Benefit, Tax Credits. These will be addressed to your parent, but must have your name printed on the letter as well (all less than 3 months old)
- ◆ A document from a Government Agency, eg Department For Work and Pensions (eg Tax Credits, Child Benefit that is addressed to a parent but has your name on it), Employment Service, Customs & Revenue, Job centre, Job Centre Plus, Social Security (less than 3 months old)
- ◆ National Insurance Number Card and/or Letter, if you have a NI card, you should also bring the letter that accompanied your card
- ◆ EU National ID Card
- ◆ Cards carrying the PASS Accreditation logo (UK), eg CitizenCard, ONE-ID4U, Validate UK
- ◆ Letter from your last Head Teacher or College Principal

**PLUS:        Addresses for the last five years**

**Current Address:**

Address		
Town / City		Postcode:
Dates (month and year)	Moved in:	Moved out:

**Previous Addresses:**

Address		
Town / City		Postcode:
Dates (month and year)	Moved in:	Moved out:

Address		
Town / City		Postcode:
Dates (month and year)	Moved in:	Moved out: