# Disclosure and Barring Service - Advice and Guidance for Applicants

## Why the University of South Wales (USW) requires applicants and students to undertake a DBS check for specified courses:

A number of courses at the University of South Wales involve students undertaking a placement or activity that includes specified contact with children or vulnerable adults; this is known as Regulated Activity. For these courses we are required to ensure the suitability of students through a [Disclosure and Barring Service](https://www.gov.uk/disclosure-barring-service-check) (DBS) disclosure. These checks are carried out at an enhanced level.

Where a DBS check is required, applicants/students are liable to pay all associated fees which are non-returnable.

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## DBS for applicants

### Completing the DBS check (Home/UK domiciled applicants)

All successful[[1]](#footnote-1) “Home/UK” domiciled applicants are required to complete an enhanced DBS check using the online service, details of which will be sent to applicants, before being allowed to enrol. You will have been emailed an “Organisation Pin”, a “Secret Word” and a “Position” which you need to complete the online registration and complete particular questions in the application However, **if you already have an existing DBS disclosure and have registered for the DBS update service you may be exempt (see section 1.3)**.

USW subscribes to an online service on which you will need to “self-register” via the following website:

<https://gbg.onlinedisclosures.co.uk/>

Full guidance is provided in the “Applicant User Guide” on the provider website and it is strongly recommended that you read this document before commencing your application as it will save time during the process. All enhanced DBS and verification costs will need to be met by you (Enhanced Disclosure, post office verification cost and online administrative fee).

Once you have registered you are ready to begin the enhanced DBS application process. You can sign in to complete the online application form in your own time and can return to the form as often as is required until the process is complete.. Further details are provided below:

* 1. **How do I select the ID for Post Office Verification**? You will be asked to select your “Position” within the University. Your “Position” is included in the email sent to you by the Enquiries and Admissions Team.
	2. **ID verification**. USW requires all forms of ID to be verified at a Crown Post Office in person because the University does not operate its own verification service. A full list of acceptable ID is available on the provider website.

 **I already have an existing DBS disclosure and I am registered with the DBS update service. If you already have a DBS and are registered with the update service you** will need to scan and email a copy of the front page of your disclosure to the USW Enquiries and Admissions Team to dbsenquiries@southwales.ac.uk If you have not signed up to the Service, or the level of the Disclosure is less than your course requires, then unfortunately you will be required to complete a new DBS

1. **I already have a DBS through my work.** Provided\* the level of disclosure you currently have is the same as that required for the course you have applied and you have successfully signed up for the DBS update service then all you need to do is send a copy electronically to dbsenquiries@southwales.ac.uk. Unfortunately if you do not have the required level then you will be required to complete a new DBS.\*

### Completing the DBS check (International/EU domiciled applicants)

All “International/EU domiciled applicants” or “home” applicants who **have not resided in the UK within the past 5 years** will be emailed details by the Enquiries and Admissions Team of how to complete a “Certificate of Good Conduct”.

### Additional information for all applicants

* Whilst you may have met the academic conditions of your offer, the guarantee of a place at the University of South Wales remains **provisional pending receipt of a satisfactory enhanced DBS or a Certificate of Good Conduct** (whichever is relevant – see above). You will **not** be permitted to enrol until this process has been completed and all necessary formalities concluded.
* Following receipt of your enhanced DBS you are **required** to sign up to the [DBS update service](https://www.gov.uk/dbs-update-service) as the University will need to undertake an annual status check to determine your continued suitability for your course (this costs £13 per annum as at May 2016). If you do not to sign up to the service, you will be required to pay the full DBS fee (including post office verification and admin fee) for additional checks as detailed above. This will happen at the point monitoring takes place and may need to be undertaken more than once depending on the length of the course. It is therefore advisable to pay the annual fee of £13 rather than pay £44 each year of the course. Details of the update service are on the UK government website [here](https://www.gov.uk/dbs-update-service) – please note you only have 19 days to register from the date the certificate was issued.
* Where a disclosure identifies a conviction Enquiries and Admissions will contact you and you will be asked to send in your original DBS certificate. A Panel may be convened to consider your suitability to undertake the course applied for. At this stage additional information may be evident on the DBS disclosure that does not permit you to study at the University and your offer of a place will be revoked, and this will be communicated to the you either by a member of the Panel or by the Admissions Manager. Where your DBS check is clear then the University will update its records and you will be able to enrol.
* If the Panel determines that the offence(s) do **not** debar you from the course, this will be communicated to you either by a member of the Panel or by the Admissions Manager, and you will be allowed to enrol.
* Appeals against a Panel decision can only be considered where you can demonstrate that a procedural failing has occurred, which resulted in all the materials provided by you not being considered.
* Appeals against information reported on a DBS certificate need to be made directly to the DBS. Contact details can be found on the [DBS website](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

### Frequently asked questions

* **How much does it cost?** £57.20 which is payable when you visit the Post Office for your verification checks. (Fee correct as at 01/06/2016).
* **Crown Post Office Locations?** These can be found on the Post Office website [here.](http://www.parcelforce.com/branch-finder?search_location=np44%207ap&service_code=24)
* **Issues with the DBS Application form/documents/system?** Our Online DBS System is administered by an external company, the GB Group, and you can access the Applicant Guidance notes at the link [here.](https://gbg.onlinedisclosures.co.uk/helpdocs/FullAppGuide.pdf) Details are also on the GB Group website.
* **I am on holiday at the moment and I am concerned that my DBS will not be completed before I have to enrol?** The Enquiries and Admissions team will continue to send reminders that you need to complete the process – this is to ensure everyone has received the communications. Because the university has moved to an online system the process can be completed much more quickly so whilst we encourage everyone to complete as soon turn around time can be as quick as two weeks (except at peak times).
1. “Successful” refers to applicants being made either a conditional or unconditional **academic** offer of a place and firmly accepting that offer. [↑](#footnote-ref-1)