

Disclosure and
Barring Service and
Criminal Records
Check Procedures
Document

2016

DBS (formerly CRB) procedures including online and paper based forms.

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1. Introduction

Reports investigating the abuse of children (e.g. Hunt Report, Clothier Report and the Health Service Circular HSC 1998/212 Children's Safeguards Review: Choosing with Care) have recommended the need for more rigorous selection procedures in courses involving substantial access to children and other vulnerable groups. There is also a need to ensure the selection of applicants who are capable of fulfilling the professional/statutory requirements associated with the respective programmes.

Northumbria University actively promotes equality of opportunity for all candidates with the right mix of talent, skills, and potential and welcomes applications from a wide range of applicants including those with criminal records. The University selects all candidates for interview based on their skills, qualifications and experience.

Following on from these reports the Home Office set up the Criminal Records Bureau (CRB) to facilitate the selection procedures.

In December 2012 the DBS merged with the ISA (Independent Safeguarding Authority) to become the Disclosure and Barring Service (DBS)

The DBS is staffed by civil servants and has a network of organisations known as Registered Bodies. The DBS produce a monthly sheet entitled Disclosure News.

Registered Bodies

Registered bodies are the primary contact point for checking Disclosure applications and validating information provided by the applicant; establishing the identity of the applicant; submitting a fully completed application form; countersigning the application form to confirm entitlement.

The DBS also works in partnership with the Department of Health (DH) and the Department for Education and Skills (DfES) for the provision of information of people considered unsuitable or banned from working with children and vulnerable adults.

Only members of staff from the Registered Body identified as a 'Counter-signatories' are able to sign the Disclosure Application Form on behalf of that Registered Body and can contact the DBS to make an enquiry – either general or relating to an individual's application. Individuals are also able to contact the DBS regarding their own application. Progression of an Application with the DBS can be carried out by phone or via the Online Tracking System (See section 6).

The DBS deal with applications in strict order of receipt and will not bring forward an application for any reason.

Since the introduction of the online DBS process through Atlantic Data, the University no longer acts as a 'countersignatory' for these applications.

Atlantic Data are the registered body and the DBS Co-ordination team act as ID verifiers on their behalf. This will be more rigorously explained in section (4.1)

2. Procedures for Police Clearance

All candidates must complete a DBS or for non UK nationals a police clearance from their native country or from any country where they have been staying. Not required for UK nationals who were 16 or under when they returned to the UK.

The University applies a 5 year address history ruling. If a candidate has lived outside the UK for more than 3 months then a police clearance from that country, or countries, is required. Clearances are only required for where the candidate has had an overseas address for more than 3 months.

Contact details for those countries that have a representative in the United Kingdom can be found on the Foreign and Commonwealth website www.fco.gov.uk or telephone 020 7008 1500. Information regarding police clearances for foreign nationals or time spent overseas can be found in Appendix 2.

3. Disclosure and Barring Service Disclosures- Types of disclosure

There are 2 types of disclosure:

Enhanced
Standard

Enhanced Disclosures

There are five sections covered, these are:

- Police Records of Convictions, Cautions, Reprimands and Final Warnings
- Information that is held under Section 142 of the Education Act 2002 (formerly known as List 99)
- Protection of Children Act (POCA) list
- Protection of Vulnerable Adults (POVA) list*
- Other relevant information disclosed at the Chief Police Officers(s) discretion

*Enhanced disclosures with 'Protection of Vulnerable Adults list' Not Requested are acceptable for teaching courses.

Costs

The DBS charge £44.00 for an Enhanced Disclosure and £26.00 for a Standard Disclosure. NHS and the Teacher Training Agency cover this cost for Nursing and Teaching programmes. For other programmes candidates are responsible for the fee which is initially paid to the University and then forwarded to the DBS on receipt of invoice.

On top of the cost incurred for the DBS check Atlantic data charges a £5.94 plus VAT admin fee for each online form submission.

The University requires candidates to have an Enhanced disclosure which is the highest level of check and draws information from local police forces as well as:

- Department of Health (DH)
- Department for Education and Skills (DfES)
- Police National Computer

Free of Charge Volunteers

The DBS offer free DBS applications for Volunteers. The DBS have a very specific definition of a volunteer which can be found here: <https://www.gov.uk/db-check-requests-guidance-for-employers#volunteer-applications>

The university currently carries out free of charge volunteer checks for Sports Central Community Volunteers, Atlantic Data charge the £5.94 plus VAT admin fee for each volunteer application submitted with them.

Payments

Where the DBS check is mandatory for the course the cost is covered by the university. Faculties and services are re-charged for any checks for their students on a regular basis.

There are some courses where students take an option to complete a placement and therefore the check is not deemed mandatory, in these cases the student must cover the cost of the check. The full cost including VAT is £51.13

If the applicant is to cover the cost themselves they must either a) pay by cheque made payable to Northumbria University or b) use the online DBS payments page and pay by debit or credit card.

The website address is: www.northumbria.ac.uk/db

Academic Registry will re-charge the costs of DBS applications to each faculty every month.

4. Applications Procedure

4.1: Atlantic Data- Online DBS submission

In July 2010 the University moved towards the implementation of online DBS submissions through the company Atlantic Data. The main difference between the old style DBS applications through paper forms and the online system is the need for a face to face ID verification with the applicant.

Online Applications process-

Where appropriate applicants will be invited to the university (usually as part of a pre-course briefing day organised by Marketing) and sent information regarding which documents they need to provide (Appendix 1) for a face to face ID check and online application.

Staff at the briefing day will be trained to check an applicant's ID and input this information into the online system and thus initiating an online application for the applicant.

Depending on the time frames involved the student will then complete the full application with a member of the DBS team or be sent login details to a personal email address and invited to complete the rest of the application at their leisure.

Other programmes-

As well as major cohorts in Health and Life Science Faculty, an increasing number of other programmes have taken to including periods of teaching experience or work with young children/vulnerable adults as part of their course.

In this instance an administrator in the school would notify the DBS Coordination Team via email. The applicant should then be contacted by the DBS team to establish eligibility. More information on eligibility can be found at: <http://www.backcheck.co.uk/DBS-check.htm>

To be eligible for a DBS check an applicant must be taking part in regulated activity with one of the vulnerable groups (children, adults or both) Because of the nature of the information we request on an applicant in an Enhanced DBS check, we must have a legal right to ask for this information.

Full details of eligibility can be found here:
<https://www.gov.uk/government/publications/db-check-eligible-positions-guidance>

Once eligibility has been established the student should be invited to complete the application in person as soon as possible either by telephone or email.

4.2: Paper forms submissions-

Where an applicant is unable to attend an open day or can not arrange a suitable appointment with the DBS Co-ordination Team, an application pack can be sent in the post to the applicant.

Details are sent directly from the DBS coordination team with instructions on how to complete a DBS application through the postal route.

Please note this is a last resort alternative for those students who are unable to attend a face to face application.

Tracking applications

The DBS coordination team can track applications using the Atlantic Data system. Applications can also be tracked online at <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>, candidates will first need to contact the DBS coordination team to acquire their DBS application reference.

DBS application completion times can vary from anything from 24 hours to a number of months. This depends on a multitude of factors and the DBS coordination team or Atlantic Data are not able to affect this.

If a check has been at one of the DBS application stages for more than 60 days Atlantic Data can raise a complaint with the DBS.

5. Courses and Start Dates

There are two main start dates – September and March – with the majority of students starting in September.

List of Eligible programmes and placements:

Health and Life Sciences-

Nursing Programmes- Adult, Child and Learning Disabilities Branches
Masters in Nursing (M Nurse) Programmes- Adult, Child and Learning Disabilities Branches
All Teaching Programmes- BA Honours Early Years Primary, PGCE, SCITTs
All Joint Honours Programmes
Social Work
Operating Department Practice
Undergraduate and Postgraduate Midwifery
Undergraduate and Postgraduate Occupational Therapy
Undergraduate and Postgraduate Physiotherapy
Teach First
Schools Direct
Students into Schools **Module**
Sports Development with Coaching
Applied Sport and Exercise Science
Applied Sport Science with Coaching
PG Clinical Exercise Physiology
Biomedical Sciences NHS placement

Arts Design and Social Sciences

Drama/ Scriptwriting/ Performance
Fine Art/ Photography
Sociology/Criminology
Politics
History/ History Joint Honours

6. DBS Disclosures and Panels

Unsuitable Certificates and police panel procedure

Due to changes in the DBS policy, the university no longer receives hard copies of a student's disclosure.

Certificates containing any information are flagged in the Atlantic Data system, in this instance the DBS Co-ordination team will contact the relevant Co-ordinator in the faculty.

It will then be the responsibility of the faculty to contact the applicant in question and follow the normal police panel procedures and make sure they see a copy of the applicant's certificate.

The University Disclosure Panel (the 'Panel') is responsible for assessing the suitability of applicants whose DBS Disclosure Certificate contains a criminal offence. The Panel provides a means of ensuring consistency in the consideration of Disclosures. The Panel composition is as follows:

- Executive Dean, Faculty of Health and Life Sciences (or nominee) (Chair)
- Director of Student Experience and Enhancement, Faculty of Health and Life Sciences
- Representative(s) from the relevant programme(s)

The quorum for the Panel shall be a minimum of three Panel members. The Panel must include representation from the discipline(s) applicable to the applicants under discussion.

The Panel takes into consideration a number of factors such as the relevance, seriousness, date and circumstances as set out by the relevant Professional, Statutory or Regulatory Body. The Panel will then one of the following decisions:

- Confirm the student on the programme.
- Confirm the student on the programme with restrictions.
- Withdraw the student from the programme due to an unsatisfactory criminal record check.
- Interview the student to ascertain the facts surrounding a criminal offence(s).
- Seek the views of an external partner organisation, Trust or local authority.

The Panel may decide that it is appropriate to seek the views of an external partner (e.g. a Trust, school, local authority or another appropriate organisation) to ascertain suitability for placements. In doing so, the University will redact all identifiable information in accordance with the Data Protection Act 1998.

Criteria for assessing criminal offences

Category A:

Applicants with major criminal convictions will normally be rejected irrespective of the time lapse between conviction and application.

This includes evidence of any criminal offence involving violence, child abuse, sexual abuse, sexual offences, pornographic offences or dealing in drugs.

Category B:

Applicants with minor criminal convictions (convictions and/or cautions) within nine years of application including any of the following may be rejected without interview or may be interviewed before a final decision is made.

This includes drug-related offences, offences demonstrating dishonesty, untrustworthiness and driving with excess alcohol.

Category C:

Applicants with minor criminal offences more than nine years since the offence may be accepted or invited for interview before a final decision is made.

This includes single minor offences showing dishonesty or untrustworthiness such as petty theft, fraud, drunk and disorderly or driving offences.

Interviews

The Panel may decide that an interview is required before making a decision on an applicant's suitability. The interview panel will consist of appropriate members of the Panel and/or the relevant discipline.

The aim of the interview is to ascertain the facts surrounding a criminal offence and any effects it may have on obtaining a placement in practice. The interview panel will also take into account the attitude of the applicant to the offence(s). It is not a second pre-course selection interview.

The interview panel will make a recommendation to the University Disclosure Panel regarding the suitability of the applicant for the programme. The outcome shall be communicated to the applicant in writing.

7. Self Declaration Forms

These forms are used by Programme Administrators for students who have started a programme which requires a DBS but the Disclosure has not been produced yet. The student signs and dates the appropriate response. Forms which show a declaration of any offence are sent to the Principal Administrator for the University Disclosures Panel for consideration at an appropriate meeting.

Forms showing no previous conviction/caution/bindover are sent to the DBS team and kept on file until the Disclosure is produced. If the information agrees with that on the Disclosure the self declaration is shredded. If not the Unsuitable Disclosure is sent to the Principal Administrator with the self declaration form.

Appendix 1

ONLINE DBS INFORMATION

Those students who need a DBS Disclosure **MUST** complete face to face ID checks for an online DBS application.

Please be prepared and bring with you:

- Passport
- Driving Licence- full or provisional (if applicable)
- Original Birth Certificate (dated less than 12 months from birth date)

Plus **AT LEAST TWO** forms of address proofs i.e. bank statement, Utility bill, phone bill, credit card statement. these must be no more than three months old. *

More information and a complete list of acceptable ID documents is available at our website:

www.northumbria.ac.uk/dbs

*details overleaf

Below is a list of the types of documents which are most commonly used for our DBS checks:

ID PROOFS:

Valid Passport (for security reasons please remove from any holder/wallet)

UK Full or Provisional Driving Licence **including Counterpart**

UK **Original** Birth Certificate#

*(#short or long version but **dated no more than 12 months after date of birth**)*

ADDRESS PROOFS:

First page of Bank or Building Society **Statement*** with transactions (not from the Internet)

Credit Card

Correspondence giving entitlement from: DWP, Employment (Job Centre & JCPlus), Inland Revenue or Local Authority*

Council Tax Statement**

Financial Statement (e.g. Pension, Endowment, ISA, Mortgage)**

Addressed UK P45*

Addressed UK P60**

Utility Bill

*documents must be **less than 3 months old**

** issued within past **12 months**

*** documents are undated

Students must produce at least 3 documents which can be made up from either: 1 ID proof and 2 Address proofs or 2 ID proofs and 1 Address proof

Appendix 2

Criminal Records Checks for Foreign Nationals

These checks are required for all candidates that, at the time of recruitment, have been in the UK for less than six months. This includes all foreign nationals, and EEA citizens. If the candidate provides a foreign Police Check, it must be dated no more than three months prior to their leaving their home country. If the document is not in English, it must be accompanied by a certified translation.

All Police check documentation should be verified with the originator.

These checks should be carried out in addition to DBS checks; the former to obtain clearance for the period before the individual came to UK and the latter to cover the period since they arrived in UK.

You should assume that all applications will require full name, dob, current address and previous addresses in the country of origin. Where additional information is required it has been included in the info.

Albania: Applicants seeking a Criminal Record Certificate should contact the Albania Embassy at 2nd Floor, 24 Buckingham Gate, London SW1E 6LB (020 7828 8897)

Austria: Application forms can be found at <http://www.help.gv.at/documents/strafreg.pdf>

Australia: Police checks can be applied for through the Australian Federal Police website, www.afp.gov.au.

Belgium: Applications to the Service Federal de la Justice, Service du Casier Judiciaire Centre, Porte de Hal 5, Brussels. Alternatively assistance can be sought from the Belgian Embassy at 103 Eaton Square, London SW1W 9AB. 020 7470 3700

Bosnia and Herzegovina: Criminal Record Certificates can be obtained on request from the Police Headquarters in Banja Luka or Sarajevo. Assistance from the Embassy at 5-7 Lexham Gardens, London W8 5JJ 02073730867.

Canada: Information is available at http://www.rcmp-grc.gc.ca/crimrec/finger_e.htm
Fingerprints are required. The site suggests processing time is in excess of 120 days.

Colombia: Colombian citizens should contact Head of Identification Group of the Security Administrative Department, Cerrera 28 No. 17 A 00, Bogota DC, Colombia.

Cyprus: Any individual can apply to the Criminal Record Office at the Cyprus Police HQ in Nicosia to obtain a copy of his or her own criminal record. Application forms available at www.police.gov.cy/. A photocopy of the individual's passport or identity card must be submitted with the application. Cost £16. Applications processed on the day of receipt in Nicosia.

Czech Republic: An individual can apply for an extract of their criminal record at any of the regional public prosecutors offices within the Czech Republic or via the Embassy of the Czech Republic at 30 Kensington Palace Gardens, London W8 4QY. Further information available at <http://www.DBS.gov.uk/Default.aspx?page=2322>

Denmark: The Danish police provide individuals with an extract from their Danish criminal record free of charge. These certificates are known as Penal Certificates. Applications must be made in writing requesting a 'Straffeattest' to Rigspolitehfen, Afdeling D, Kriminalregisteret, PO Box 93, 2650 Hvidovre, Denmark. Further information at <http://www.DBS.gov.uk/Default.aspx?page=2323>

Estonia: Application forms obtainable at www.pol.ee Note that the site and application form are in Estonian. Completed form to be sent to Punishment Register, Estonian Police Board, Pagari 1, 15060 Tallinn, Estonia. If the punishment register is clear the certificate will be in English. If a criminal record is detected, the certificate will be in Estonian. Assistance from the Embassy, 16 Hyde Park Gate, London SW7 5DG. 0207589 3428.

Finland: Applications to the Oikeusrekisterikeskus on the form available at www.oikeus.fi/oikeusrekisterikeskus/18619.htm. Application must include Finnish ID Code. The individual must specify the reason for the request and the applicant must sign the form. Further information at <http://www.DBS.gov.uk/Default.aspx?page=2324>

- France:** French nationals must apply on line at www.cjn.justice.gouv.fr/cjn/be/eje20. There is no charge. Alternatively a form can be requested at cjn@justice.gouv.fr which can then be completed by the applicant and posted. Online applications get priority. Further details available at <http://www.DBS.gov.uk/Default.aspx?page=2325>
- Germany:** The Federal Central Register issues 'Certificates of Good Conduct' at the request of the individual. There is no application form but the request is best made through German Embassy who will confirm the identity of the individual having seen the necessary documentation. Further details available at: <http://www.DBS.gov.uk/Default.aspx?page=2326>
- Ghana:** Applicants should contact Passport and Immigration Section, Ghana High Commission, 104 Highgate Hill, London N6 5HE (020 8342 7555) (e-mail enquiries@ghana-com.co.uk) to obtain an application form. The form together with fingerprints and photograph (and fee) and then sent to Accra and if suitable a Police Clearance Certificate will be issued to the applicant.
- Greece:** Applicants should contact the Ministry of Justice, Criminal Records Department, 96 Messoghion Street, 115 27 Athens. Alternatively assistance could be sought from the Embassy of Greece, 1A Holland Park, London W11 3TP. 02072216467 (www.greekembassy.org.uk).
- Hungary:** The Interior Ministry of the Republic of Hungary will provide criminal record certificates to individuals. An individual living in UK can obtain an application form from the Hungarian Consulate at 35 Eaton Place, London SW1X 8BY (0207 235 5218). Applicants applying in person should take a valid passport as proof of their identity. Postal applications must include a photocopy of the individuals passport. Cost £24 payable by postal order.
- India:** Applicants should contact the local police station for the area where they have lived. Assistance can be sought from the High Commission of India. India House, Aldwych, London WC2B 4NA 02078368484 or www.hcilondon.net
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- Italy:** DBS equivalent is the Penal Certificate, which must be requested from the Castellario (criminal records office) nearest to the individual's last place of residence in Italy. Requests must be made in writing and include, parents' particulars (name, address and dob). Payment (3.10 Euro at the time of writing) must be made by postal order made payable to "Ufficio locale del casellario guidiziale presso ill tribunale di (name of location)" No website address available.
- Jamaica:** Police records (Criminal Clearance Certificate) should be obtained by the individual. They need to get fingerprinted by their local Police or Scotland Yard both of whom will provide the service. The fingerprints then need to be notarised by the Jamaican High Commission – www.jhcuk.com. They then need to be sent with a covering letter stating date they left Jamaica and last address in Jamaica, why the police record is required and where the police record is to be sent accompanied by a copy of passport and photographs and postal order for £20 to Jamaica Constabulary Force, Records and Identifications Division, 34 Duke Street, Kingston, Jamaica W.I.
- Latvia:** Certificates of good conduct can be obtained via the Embassy of the Republic of Latvia at 45 Nottingham Place, London W1U 5LR. Application forms obtainable at the same address. Cost approx £3 but certificates will be issued in Latvian and translation costs a further £2. There is also an unspecified consular fee for applicants applying in the UK. The certificate will show current criminal convictions; individuals must specifically request information, which may have been deleted from the record. Further info at <http://www.DBS.gov.uk/Default.aspx?page=2556>
- Malaysia & Singapore:** The Royal Malaysian Police issue Letters of Good Conduct however it must be noted that if there is a criminal conviction, the actual details such as the type of crime involved are not disclosed. Applications must be made through the High Commission of Malaysia, 45 Belgrave Square, London SW1X 8QT (020 7235 8033.) who will forward the completed application to Kuala Lumpur and in all may take up to 6 months. The application requires 2 passport photographs, 2 photocopies of identity card and 2 photocopies of passport.

- Malta:** Individuals can apply for a copy of their own Conduct Certificate by writing to The Commissioner of Police, Malta Police Force, Police Headquarters, Floriana CMR 02 Malta. They will need to provide parents names, mother's maiden name, in the case of a married women her husband's name and her maiden name. In addition an authenticated (by a Notary Public) photocopy of their passport must be included. Further details at <http://www.DBS.gov.uk/Default.aspx?page=2558>
- Netherlands:** Certificates of Good Conduct are available from Netherlands Ministry of Justice. Applications must be made in writing and signed by the individual requesting the certificate. The application must specify the job details and the employer's thoughts on the potential risks associated with the post. Applications must go to Ministerie van Justitie, Dienst Justis, Afdeling COVOG, Postbus 16115, 2500 BC Den Haagm, together with a good quality photocopy of a passport or Euro ID card (not driving licence). Further info at www.justitie.nl/themas/vog
- New Zealand:** Individuals are able to obtain a copy of their own criminal records free of charge from the NZ Ministry of Justice. Forms are available from www.justice.govt.nz/privacy Applications must be accompanied by good quality photocopies of Passport and Driving Licence.
- Pakistan:** Criminal Record Certificates or Certificates of Good Behaviour can be obtained from the Pakistan High Commission in London who will forward any application to the relevant authorities in Pakistan. Contact the Pakistan High Commission 35-36 Lowndes Square, London SW1X 9JN (02076649200) for further help and information. Email informationdivision@highcommission-uk.gov.pk
- Philippines:** Before a Filipino worker is issued with an entry visa to the UK, they must be in position of a valid UK work permit and to receive a work permit the individual must be issued with a certificate from the Philippine Overseas Employment Agency which includes a National Bureau of Investigation clearance certificate in the process. In theory therefore a Filipino worker should be in possession of a clearance certificate from the Philippines which they will be able to provide. If further clarification is required an application form can be obtained from the Embassy of the Republic of the Philippines, 9a Palace Green, London W8 4QE (020 7937 1600 x235). A full set of fingerprints will be required and the Embassy is able to provide that service for a fee. Further info <http://www.DBS.gov.uk/Default.aspx?page=2566>
- Poland:** Individuals can obtain copies of their own criminal records. Forms available from www.ms.gov.pl/ The Polish system deletes records of convictions after 10 years if there have been no further convictions – there do not appear to be any exceptions to that rule.
- Portugal:** It is possible to obtain criminal record certificates from the Criminal Identification Services Directorate. It is quite a complex process and is best initiated through the Portuguese Embassy at 11 Belgrave Square, London SW1X 8PP (020 7235 5351).
- Republic of Ireland:** Individuals are able to obtain a copy of their own criminal record. Requests in writing to Inspector in Charge, Garda Central Vetting Uni, Racecourse Road, Thurles, Co. Tipperary. Cheques (6.35 Euro at the time of writing) made payable to Department of Justice'
- Romania:** Criminal record certificate can be obtained from the General Inspectorate of the Romanian Police in Bucharest. You should seek assistance from the Embassy of Romania, Arundel House, 4 Palace Green, London W8 4QD (020 7937 9666)
- Russia:** Applicants should go to the legalisation Department at the Russian Consulate and present their original Russian passport. The Consulate will initiate the search on behalf of the applicants by sending the request back to Russia who will reply in 4-6 months. There is a fee for this service. The Certificate will be returned in Russian and the Consulate will translate it for a fee. Consulate of the Russian Federation, 5 Kensington Palace Gardens, London W8 4QS.
- Serbia and Montenegro:** Applications have to be made to the main police station in the previous place of residence. Help can be obtained from the Embassy of Serbia and Montenegro, 25 Belgrave Square, London SW1X 8QB (020 7235 9049).
- Singapore:** See Malaysia.

- Slovakia:** Certificates can be obtained from the General Prosecutor's Office of the Slovak Republic. Applications must include a Slovak identity card. Contact Register Trestov, Generaina Prokuratura, Kvetna 13, 814 21 Bratislava 1, Slovakia. Alternatively seek help from Embassy of the Slovak Republic, 25 Kensington Palace Gardens, London W8 4QY (020 7313 6470).
- South Africa:** South Africa Police Clearance Certificates are available through the South Africa High Commission. Details available at http://www.southafricahouse.com/OS_Administration.htm or telephone 020 7451 7299.
- Spain:** The Spanish authorities provide, on application, extracts of criminal records to the individual to which the record relates. The extracts detail only those convictions considered 'unspent' under the Spanish equivalent of ROA. Applications can only be made in Spain but it is possible for the individual to authorise a member of their family or a professional person (lawyer, doctor etc) to apply on their behalf and they should contact their Spanish Consulate for advice – Spanish Embassy, Consular Section, 20 Draycott Place, London SW3 2RZ. Applications must be submitted in English and Spanish with the original passport, full birth certificate and other details.
- Sweden:** Police checks can be applied for through www.polisen.se/. Click on the UK flag and "register extract". The form then needs to be sent in the post to the address provided. You will need the individuals Swedish National Registration Number. The Swedish system deletes convictions from their records after 5 years for a minor offence and 10 years for other offences.
- Switzerland:** Criminal Record Certificates can be obtained from the Swiss Criminal Records Office. Application forms must be requested in writing from the Federal Office of Justice, Bundesrain 20, 3003 Berne, Switzerland.
- Turkey:** Requests should be made to the Consulate General in London who will contact Turkey and undertake a criminal history check. The Consulate will verify the information before returning an English translated document. There is a charge for this service. Consulate General for the Republic of Turkey, Rutland Lodge, Rutland Gardens, London SW7 1BW (020 7591 6900) or turkishconsulate@btconnect.com
For any other countries not listed here, please contact the country concerned, probably via their UK embassy.

Appendix 3- DBS Calendar

Month	Application Processing & Other tasks	Programmes Enrolling	Approx. Numbers
January	Application session for MA Social Work during induction week Application Sessions for BSc Nursing (March)(Pre-Course Briefing Day)	<ul style="list-style-type: none"> • MSc Midwifery • MA Social Work 	10 30
February	Application session for Drama Project- Matt Hargrave contact Application Session MSc March Programmes	<ul style="list-style-type: none"> • Drama Seven Stories Project 	20
March	Mop up session for March programmes during induction week.	<ul style="list-style-type: none"> • MSc Physio • MSc OT • M Nursing • BSc Nursing • BSc Midwifery 	10 10 60 200 30
April	DBS Atlantic Data system training and refresher courses.		
May	Confirm Application session dates for September programmes.		
June	Application sessions for September programmes. (Pre-Course Briefing)		
July	Application sessions for September programmes.		
August	Application sessions for September programmes.		
September	Mop up session for Education (early Sep) And Nursing (mid Sep)	<ul style="list-style-type: none"> • All Nursing programmes • Education Joint Honours • Social Work. 	1200
October	Database tidy up. Ready for September Starters. DBS Atlantic Data system training and refresher courses.		
November	Application days for MSc Midwifery		
December	Confirm application sessions for March starters.		
All year round	There are several strands of placement which can be at almost anytime. In the Sport Departments there are 5 placement modules; SP0505 – 72 hours of placement accrued over a Year Long Module, placement could start early. SP0690 – 80 hours as above SP0605 – 70 hours as above SP0594 – 6 weeks March to May SP0595 – 9 weeks February to May	<ul style="list-style-type: none"> • Sports Development with Coaching • Applied Sports and Exercise Science • Fine Art • History 	100-200