In line with the Safeguarding Vulnerable Groups Act 2006, the University must carry out an enhanced Disclosure and Barring Service (DBS) check on any student who will be engaged in ‘regulated activity’ as defined under the Vetting and Barring Scheme. Completion of this document will help us to identify if an Enhanced or a Standard DBS check is required for the role and whether barred lists checks for Children and/or Vulnerable Adults should be included.

Please complete the table below and give as much information as possible to help us identify if it is appropriate for a DBS check to be requested.

|  |
| --- |
| **Details of the Activity Undertaken**  **Please be specific and include full details of the activity undertaken with children and/or vulnerable adults**  *(Please provide as much information about the activity as possible to assist us to make an informed assessment)* |
|  |
| **Location of the Activity**  *(Include all venues and premises where this activity will take place)* |
|  |

|  |
| --- |
| **Will the activity be with children and/or vulnerable adults?**  *(If the activity is with Vulnerable Adults, please indicate below what makes them vulnerable)* |
|  |
| **How often will the activity take place?**  ***(For example, daily for one week or 4 or more times in a month)*** |
|  |
| **Is the activity fully supervised or free roaming?** |
|  |

|  |  |
| --- | --- |
| **Name of Supervisor who has undertaken the Risk Assessment** | |
| Name: |  |
| Role title: |  |

**\*\* When the decision has been made for a research student to require a DBS, please send the following details to** [**rg.dbsteam@northumbria.ac.uk :-**](mailto:rg.dbsteam@northumbria.ac.uk%20:-)

|  |  |
| --- | --- |
| **Student ID number (if known)** |  |
| **Title (Mr/Mrs/Ms/Miss)** |  |
| **Current Forename (only one)** |  |
| **Middle Names(s) (if any)** |  |
| **Current Surname** |  |
| **Date of Birth** |  |
| **Email address** |  |
| **Faculty** | HLS / EE/ B&L / ADSS |
| **Workforce check required** | Children / Adult / Both |

The table below outlines some key definitions and exceptions.

|  |  |  |
| --- | --- | --- |
| **Key Definitions** | | **Key exceptions** |
| **Child** | Anyone under the age of 18 | **Children and young people in the workplace**  Teaching, training, care, supervision, advice, guidance and medical guidance, provided as part of a 16 or 17 year olds employment (which may be part of their learning or in a work experience situation) is not regulated activity. Therefore staff supervising work experience students is not regulated activity, although the normal duty of care and risk assessments should be undertaken. |
| **Vulnerable Adult/group** | Defined by the Safeguarding Vulnerable Groups Act (SVGA) as anyone over the age of 18 and;   * living in residential accommodation, such as a care home or residential special school * living in sheltered housing * receives domiciliary care in their own home * receiving any form of healthcare * detained in lawful custody (in a prison, remand centre etc) * under the supervision of the probation services * Receiving a specified welfare service namely the provision of support, assistance or advice by any person, the purpose of which is to develop the individuals’ capacity to live independently in accommodation or support their capacity to do so. * receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability * an expectant nursing mother living in residential care * receiving direct payments from a local authority or health and social care trust in lieu of social care services * Requires assistance to conduct their own affairs. |
| **Under 18’s in higher education**  Teaching, training, instruction, care, and supervision of under 18’s in higher education are exempt from the requirement of ISA registration / enhanced DBS check. For children under the age of 16 exemption will only come into effect where HEI has undertaken a risk assessment and put in place suitable arrangements. |