

Applicant's name	
Title (eg.Mr/Mrs/Ms/Miss/Dr)	
Position	
Department	
Applicant's email address*	
Applicant's mobile phone number*	

\* Please provide these details, which are necessary for Agenda to complete the check. Agenda will contact the individual directly to complete the check, and report the result back to the University.

Before completing this form, please ensure you have read the information about eligibility for DBS checks on the HR web pages at <https://www.recruitment.admin.cam.ac.uk/identify-screening-checks>

If after doing so you are unsure about how to complete this form, please contact the Compliance Team via [complianceteam@admin.cam.ac.uk](mailto:complianceteam@admin.cam.ac.uk) (or the TES Manager for TES temp applications via [temps@admin.cam.ac.uk](mailto:temps@admin.cam.ac.uk)).

## Section A – Eligibility criteria

1. Please review the table below and indicate which type of activity the applicant will be completing:

Type of Activity	Tick	Type of DBS check required
<b>Regulated activity with children</b>		
Teaching, training, instructing, caring for or supervising children or providing advice/guidance on wellbeing or driving a vehicle solely for children – this is on a regular <sup>1</sup> basis and is <u>not</u> supervised <sup>2</sup> .		Enhanced DBS check with children's barred list check
Engaged in work for, or in connection with, the purposes of a specified establishment (i.e. school, pupil referral unit, academies, nurseries, childcare premises, children's detention centres, children's homes, children's centres) with the opportunity for contact with children – this is on a regular <sup>1</sup> basis and may be supervised or unsupervised <sup>2</sup> above		
Working as a volunteer in a specified place (see above) with the opportunity for contact with children where this is on a regular <sup>1</sup> basis and may be supervised or unsupervised <sup>2</sup> .		
Health care <sup>3</sup> provided by, or under the direction or supervision of a regulated health		

<sup>1</sup> Regular means carried out by the same person frequently on 4 or more days in a 30 day period or overnight between 2am and 6am.

<sup>2</sup> Supervised means regular and day-to-day supervision by someone who is in regulated activity. See [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf) for further details.

care professional (please note that this only needs to be on one occasion to be regulated activity).		
Personal care involving hands-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising a child with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks (please note that this only needs to be on one occasion to be regulated activity).		
<b>Regulated activity with adults</b>		
Healthcare <sup>3</sup> provided by, or under the direction/supervision of a regulated health care professional <sup>4</sup> .		Enhanced DBS check with adults' barred list check, even if the role holder will only carry out the activity once
Personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.		
Conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work arranged via a third party (not family/friends).		
<b>Supervising regulated activity</b>		
Day-to-day management or supervision of any person engaging in any of the regulated activities listed above.		Enhanced DBS check with appropriate barred list check
<b>Formerly regulated activity</b>		
Does the role involve activities which were deemed to be regulated activity before the coming into force of Section 64 of the Protection of Freedoms Act on 10 September 2012 <sup>5</sup> ?		Enhanced DBS check with no barred list check
<b>Healthcare (where not carrying out regulated activity)</b>		
Employment or other work concerned with the provision of health services and which is of a kind as to enable the individual concerned to have access <sup>6</sup> to persons in receipt of such services (i.e. people in receipt of health care <sup>3</sup> ) in the course of his/her normal duties.		Standard DBS check
If the above statement does not apply but you believe that the role is eligible for a DBS		Seek guidance

<sup>3</sup> Health care includes all forms of health care relating to physical or mental health. It includes palliative care, diagnostic tests and investigative procedures. It also includes procedures similar to medical/surgical care not provided in connection with a medical condition e.g. taking blood from a blood donor. Psychotherapy/counselling related to health care an individual is receiving is considered to be health care; life coaching is excluded.

<sup>4</sup> A health care professional is a person who is regulated by any of the professional regulators listed on page 6 of the document at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)

<sup>5</sup> Examples of this are teaching, training, instructing, caring for or supervising vulnerable adults/children on a frequent/intensive basis whilst being supervised; working as a supervised volunteer in a specified place on a frequent/intensive basis; working in adult care home or children's hospital with the opportunity for contact with vulnerable adults/children on a frequent/intensive basis. Schedule 4 of the 2006 Act provides full definitions - see <http://www.legislation.gov.uk/ukpga/2006/47/schedule/4/enacted>.

<sup>6</sup> Access relates to physical, direct contact with patients e.g. observation, interviews, focus groups.

check, please consult the DBS's eligibility guidance at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/260319/DBS_guide_to_eligibility_v2.2.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/260319/DBS_guide_to_eligibility_v2.2.pdf</a> and provide the eligibility reference number <u>in the box on the right</u> .		from the Compliance Team
---	--	--------------------------

2. (a) Taking into account to the eligibility criterion you have indicated above, please describe the exact nature of the applicant's work

What will they be doing? e.g. providing healthcare, teaching, training, instructing, observing, providing advice/guidance				
Who will they have contact with? e.g. children, adults, or both				
Is the applicant providing healthcare?	<b>Yes</b> <input type="checkbox"/>	<b>➔ Go to question 3</b>	<b>No</b> <input type="checkbox"/>	<b>➔ Answer the questions in the table below</b>

If applicable, are they patients, or healthy volunteers (if volunteers are they receiving healthcare?), if adults are they vulnerable adults and in what capacity)?	
How often? e.g. 4 or more times in 30 day period OR overnight	
Will they be supervised whilst undertaking the activity? If yes, how often?	
<b>➔ Go to Section B</b>	

3. **Applicants providing healthcare only:** please provide the following details in the box below:

- What type of healthcare will they provide?

- Is the applicant acting under their direction/supervision of a regulated healthcare professional<sup>7</sup> or are a healthcare professional themselves.
- Is the work for research purposes only?
- Will activities have a direct impact on patient care?
- Will the applicant have direct and intended (i.e. non-incidental) contact with the patient?

4. Is the DBS check required as part of a research passport application or honorary contract with an NHS Trust?

☐ Yes

☐ No

If yes, please provide the required details in the box below. If no, please go to Section B.

Name of NHS Trust: \_\_\_\_\_

Name and contact details of NHS Trust contact for research passport application:  
\_\_\_\_\_

Details of any advice received from NHS Trust about the level of check they advise:  
\_\_\_\_\_  
\_\_\_\_\_

## Section B – About the applicant

What is the status of the applicant being checked?

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> New employee   | <b>(Go to Section C)</b>    |
| <input type="checkbox"/> Temporary Employment Service (TES) temporary worker                | <b>(Go to Section C)</b>    |
| <input type="checkbox"/> Other temporary worker or contractor                               | <b>(Go to Section C)</b>    |
| <input type="checkbox"/> Volunteer <sup>8</sup>   | <b>(Go to Section E)</b>    |
| <input type="checkbox"/> Existing employee transferring to a role that requires a DBS check | <b>(Go to Section C)</b>    |
| <input type="checkbox"/> Existing employee being rechecked                                  | <b>(Complete box below)</b> |

Date of last DBS/CRB check: \_\_\_\_\_

Level of check: \_\_\_\_\_

Reason for a recheck: \_\_\_\_\_

<sup>7</sup> A health care professional is a person who is regulated by any of the professional regulators listed on page 6 of the document at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)

<sup>8</sup> The Disclosure and Barring Service defines a volunteer as “any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.” By this definition, individuals undertaking work experience, student teachers, student trainees or students on placements cannot be classed as volunteers for DBS purposes

## Section C – Payment for DBS check

The cost of a standard DBS check is £18, and an enhanced check costs £38. In addition to these costs there is an administration fee of £14.50 as all DBS checks are undertaken by Agenda Screening services, who act as the University's 'umbrella body' for these checks.

Please provide the **complete** departmental cost code or details of a research grant to which payment for the DBS check will be charged. We cannot process this application without costing information.

### Research Grants

Project Code (e.g. AAAG/001)	Task (e.g. 01)	Award (e.g. RG12345)	Expenditure Type (e.g. misc/other costs)
	/		

### Account Code

Cost Code.					
Dpt	CC	SOF	TRANS		
E.g. AA	AABA	ECAA	ABAE	0000	
U				0000	

## Section D – Risk assessment

You can choose to allow the individual to start work before the outcome of the checks are known. **This will require final approval from the Immigration and Compliance Manager/TES Manager.**

➤ What risk minimisation measures will be put in place until the outcome is known?

Please tick as applicable:

- ☐ The applicant will not carry out any of the duties that require a DBS check
- ☐ The applicant will not start employment/visit at the University before you know the outcome of their check
- ☐ The applicant will be supervised at all times when carrying out any duties that require a DBS check
- ☐ The existing employee will not transfer to the new role requiring the DBS check before you know the outcome of their check
- ☐ The existing employee will not start the activities relating to the DBS check before you know the outcome of their check
- ☐ Additional and/or other measures – please provide details below:

➤ Has the individual disclosed any criminal convictions, cautions, reprimands, warnings or pending police investigations?

- ☐ Yes - please contact HR Compliance Team (or TES if applicable)
- ☐ No - go to next question

Have you obtained references in line with University policy? (If TES worker – TES to complete)

- ☐ Referees declare applicant unsuitable – **High Risk**
- ☐ Referees share some reservation or no references obtained – **Medium Risk**
- ☐ Referees declare applicant suitable – **Low Risk**
- ☐ Not applicable – current employee

## Section E – Line Manager Confirmation

### Line Manager Confirmation

I confirm that the information provided in this form is complete and accurate and that I will ensure that the risk minimisation measures specified above will be implemented. **(This must not be completed by the administrator).**

Name	
Job title	
Signature	
Date	

### ID DOCUMENTS:

Please note, The Disclosure and Barring Service (DBS) have introduced a new digital identity (ID) verification process for the purpose of verifying an individual's identity, as part of an application for a DBS (Enhanced and Standard) check. In line with the latest DBS ID checking guidelines, Agenda Screening Services have recently introduced YOTI.

The individual will be required to upload documentation and provide a live facial image for verification, confirming their ID and current address information, removing the DBS requirement for the physical documents to be checked with the person present.

If it is not possible for the individual to use this system, you will then be contacted to complete the three ID checks in person:

[Documents you need for a criminal record check: You're from the UK or the European Economic Area - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/documents-you-need-for-a-criminal-record-check-youre-from-the-uk-or-the-european-economic-area)

## Section F – Where to send this form

Status of Applicant	Where to send
Employee	<p>If you used <b>Web Recruitment</b> for the vacancy, this form and a copy of the passport can be uploaded into the system.</p> <p>If you did not use <b>Web Recruitment</b>, this form must be sent to the HR Compliance Team by email: <a href="mailto:ComplianceTeam@admin.cam.ac.uk">ComplianceTeam@admin.cam.ac.uk</a></p>
TES worker	<p>This application form must be sent to TES by email: <a href="mailto:temporaryemploymentservice@admin.cam.ac.uk">temporaryemploymentservice@admin.cam.ac.uk</a></p>

## Section G – Central HR Approval

*Please complete the following only where Section D has been completed*

- ☐ The information provided by the department/institution **has** satisfied me that allowing the applicant to start work before his/her DBS check is completed is low risk and may proceed.
- ☐ The information provided by the department/institution **has not** satisfied me that allowing the applicant to start work before his/her DBS check is completed is low risk. The applicant may not commence employment until a satisfactory DBS check outcome has been received.

Name	
Title	
Signature	
Date	