

Applicant name	
Position	
Department	

You must only complete this form if the applicant has confirmed that they have subscribed to the [DBS Update Service](#). Before completing the form, please ensure you have read the information about eligibility for DBS checks on the HR web pages at <http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/checks/disclosure.html#types>. If after doing so, you are unsure what to do, please contact the Compliance Team via complianceteam@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
Regulated activity with children		
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 ¹ basis and is <u>not</u> supervised ² .		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 ¹ basis and may be supervised or unsupervised ² above		
Working as a volunteer in a specified place (see above) with the opportunity for contact with children where this is on a regular ¹ basis and may be supervised or unsupervised ² .		
Health care ³ provided by, or under the direction or supervision of a regulated health 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		

¹ 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.

² 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 for further details.

³ 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.

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).		
Regulated activity with adults		
Healthcare ³ provided by, or under the direction/supervision of a regulated health care professional ⁴ .		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).		
Supervising regulated activity		
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
Formerly regulated activity		
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 ⁵ ?		Enhanced DBS check with no barred list check
Healthcare (where not carrying out regulated activity)		
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 ⁶ to persons in receipt of such services (i.e. people in receipt of health care ³) 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 check, please consult the provide the DBS's eligibility guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/260319/DBS_guide_to_eligibility_v2.2.pdf and provide the eligibility reference number <u>in the box on the right</u>		Seek guidance from the Compliance Team

⁴ 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

⁵ 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>.

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

2. 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	
---	--

If the applicant will be providing healthcare, please go to question 3, otherwise please answer the questions in the table below

Who will they have contact with? e.g. children, adults, or both	
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 a 30 day period (frequently)	
Will they be supervised day-to-day and how regularly will they be supervised?	

Go to Section B

3. If the applicant is providing healthcare, 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 professional⁷ 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?

--

⁷ 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

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?

☐ New employee

☐ Temporary Employment Service (TES) temporary worker

☐ Other temporary worker or contractor

☐ Volunteer⁸

☐ Existing employee transferring to a role that requires a DBS check

☐ Existing employee being rechecked

Section C – re-check information

Please ask the applicant to provide you with an original copy of the DBS Certificate he/she received when subscribing to the DBS Update Service and to present original identity documents to you which meet the DBS's requirements (see <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>)

Name on DBS Certificate	
Date of birth on DBS Certificate	
DBS Certificate reference number	
Level of DBS check conducted <u>Please note:</u> an online DBS check can only be completed if this is the same level of check as you stated is	<input type="checkbox"/> Enhanced with adults' barred list check <input type="checkbox"/> Enhanced with children's barred list check <input type="checkbox"/> Enhanced with adults' and children's barred list check <input type="checkbox"/> Enhanced with no barred list check <input type="checkbox"/> Standard

⁸ 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.

required now (see Question 9).	
Department/institution declaration	<p>I confirm that:</p> <ul style="list-style-type: none"> • I have checked the applicant's identity, in accordance with the DBS guidelines found at https://www.gov.uk/criminal-record-check-documents • I have reviewed the DBS's information on DBS certificate security features (found at https://www.gov.uk/disclosure-barring-service-check/tracking-application-getting-certificate) and, to the best of my knowledge, I have seen an original copy of the applicant's DBS certificate. • The name on the certificate matched the original identity documents I have reviewed. • The information provided in this form is complete and accurate. <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
Applicant consent <u>Please note:</u> this must be completed by the applicant only.	<p>I confirm that I give the University of Cambridge my consent to complete a DBS status check on the DBS's Update Service, using my details provided above.</p> <p>Signature: _____</p> <p>Date: _____</p>

Please note: if the applicant (or their disclosure certificate) has disclosed any criminal convictions, cautions, reprimands, warnings or pending police investigations, please also complete the HR20 Objective Assessment of a Criminal Conviction form (found at <http://www.admin.cam.ac.uk/cam-only/offices/hr/forms/hr20/>).

Section D – Where to send the application

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