



Guidance on DBS Checks for Applicants to the following Programmes

- **BA Early Childhood Studies**
- **BA Early Childhood Education and Care (Top up)**
- **BEd Education and Early Years**
- **BA Education Studies (including Foundation Year)**
- **FdEd Professional Practice in Early Years**
- **PG Cert/PG Dip/MSc Strength & Conditioning**
- **BA Working with Children, Young People and Families**

This information is only applicable for applicants to the above programmes

Disclosure & Barring Service (DBS) Check

As part of the entry requirements and enrolment conditions for your programme, you are required to undertake an enhanced DBS check. How you undertake that check will differ depending on where you are living:

- **Guidance for applicants living in England, Scotland and Wales**

How do I apply for a DBS check?

Approximately 3 months before the start of your programme, your details will be added to our online application system and you will then receive an automated email inviting you to make your DBS application – this will contain a link to the online application and your login details. Please keep an eye out for this email and make sure you regularly check your junk/spam folders.

Before you start completing the online application, please ensure that you have the following to hand:

- Details of all addresses you have lived at during the last five years, including any term time addresses if you have been studying at another education institution, or temporary residences.
- Three ID documents which you will use to verify your identity. The online application will guide you through which documents you should provide. Please note, you **MUST** be able to provide the original documents when you attend your identity checking - photocopies or internet printouts cannot be accepted. Collectively the documents you provide must confirm your current legal name, your date of birth, and your current address.

The online application form requires you to input your personal details (name, including any previous names, date of birth, nationality, address history for the last 5 years) and details from the ID documents you have selected to support your application. Once you have completed the online application, you'll have the opportunity to check your details and then submit the application.

PLEASE ENSURE YOU CHECK YOUR DBS APPLICATION CAREFULLY BEFORE YOU SUBMIT, IT AS ONCE SUBMITTED MISTAKES CANNOT BE RECTIFIED, AND YOU WILL BE REQUIRED TO START THE APPLICATION AGAIN

Automated reminders

If you don't progress your online DBS application you will receive a reminder email on a regular basis until you have completed your application and undertaken your identity checking. Please note that these are automated reminders and do not validate or confirm your place on the programme.

What happens next?

Once you have submitted your application the system **will generate a referral letter**. **You should take your referral letter to a Post Office along with your original ID documents so that your identity can be verified**. You don't need to print a copy of your referral letter, you can show it to the Post Office staff via a smart device. You must ensure that you provide the same documents that you indicated on the online application, as the Post Office will only verify those listed documents.

You must find a Post Office which offers the **'In-Branch ID Verification'** service. Not all Post Office branches offer the **'In-Branch ID Verification'** service but you can locate your nearest suitable Post Office via the Post Office website: <http://www.postoffice.co.uk/branch-finder>. **Your ID documents will be checked and returned to you straightaway; you will not be required to send your ID documents to the DBS.**

If you experience any difficulties in having your ID checked at the Post Office, please contact us

What happens once my ID has been verified?

Once your identity has been verified your application will be sent to the DBS for processing. The majority of applications are processed within 14 days from the date of submission to the DBS but some applications can take anything up to 8 weeks.

Where will my certificate be sent?

The DBS will only issue one copy of the DBS certificate and that copy will be sent to you at the current address you listed on your DBS application (for applicants currently residing in the UK). If you move address whilst waiting for your DBS certificate to arrive, it is your responsibility to inform the DBS Service. Failure to do so may result in the need for a further check at a cost to you.

If you do not receive your certificate at your current address within 8 weeks of submitting your application, please contact the Admissions Service (see contact details below) to see if your certificate has been issued. If it has been issued and should have reached you, you will need to contact the DBS directly to request a reprint of your DBS certificate. Reprints are only issued within a short window (90 days) of the original certificate being issued, so it is important that you act quickly.

Make sure you check your certificate when you receive it and if it contains any personal details which are incorrect, contact the DBS on 0300 0200 190 and inform the Admissions Service (see contact details below).

Once you have received your certificate you should keep it somewhere safe, as this will be valid throughout your course of study. **The University does not receive a copy of your certificate.** If you lose your certificate and request a replacement, there will be a charge for this.

Do I need to present my certificate to the Admissions Service?

You do not need to provide your DBS certificate to us for verification upon issue prior to the start of your programme **unless we contact you to specifically request this**.

What is the Update Service?

The Disclosure and Barring Service (DBS) Update Service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate.

When subscribing to the Update Service, you must do this **within 30 days of the issue of your certificate** by using the certificate number on your DBS certificate (after this 30-day period you will not be able to subscribe). Go to <https://www.gov.uk/db-update-service> for further guidance and to subscribe to the Update Service. Please note you will need to pay a fee of £13 per year to subscribe to the DBS Update Service.

I am already subscribed to the Update Service – can I use my existing DBS certificate instead of making a new application?

Please contact the Admissions Service (see contact details below) and provide details from your certificate of the type of check which was carried out (Standard or Enhanced), the 'Workforce' which the certificate applies to and whether checks of the barring lists were carried out. If your existing check is acceptable, you will need to make an appointment with the Admissions Service to show your most recent original DBS certificate and your current Birth Certificate or Passport (original). You will be asked to give your consent to allow the University to see if any relevant information has been identified about your criminal record since your DBS certificate was issued.

- **Guidance for applicants living outside of England, Scotland and Wales**

How do I apply for a DBS check?

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Before you start completing the online application, please ensure that you have the following to hand:

- Details of all addresses you have lived at during the last five years, including any term time addresses if you have been studying at another education institution, or temporary residences.
- The ID documents which you will use to verify your identity. The online application will guide you through which documents you should provide. Please note, you **MUST** be able to provide the original documents when you attend your identity checking - photocopies or internet printouts cannot be accepted. Collectively the documents you provide must confirm your current legal name, your date of birth, and your current address.
- **If you are currently living outside of the UK and will require a Student visa to enter the UK to undertake your programme**, one of the documents you will need to provide to verify your identity is the visa you will use to travel to the UK, so **you must wait until your visa has been issued before you complete your application.**

The online application form requires you to input your personal details (name, including any previous names, date of birth, nationality, address history for the last 5 years) and details from the ID documents you have selected to support your application. Once you have completed the online application, you'll have the opportunity to check your details and then submit the application.

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What happens next?

Once you have submitted your application the system **will generate an Applicant Identity Verification Form. Please print this out and arrange an appointment to have your identity verified in your country/area of residence by a professional person.** The Verification Form lists the type of occupations your professional person should be employed in.

You should have your identity verified by a professional person. You must ensure that when your identity is verified that you provide the same documents that you indicated on the online application. Once the Applicant Identity Verification Form has been completed, you should email it to study@hull.ac.uk. **Without this form your DBS application cannot be progressed.**

What happens once my ID has been verified?

Once your identity has been verified and we have received your **Applicant Identity Verification Form** your application will be sent to the DBS for processing. The majority of applications are processed within 14 days from the date of submission to the DBS but some applications can take anything up to 8 weeks.

Where will my certificate be sent?

The DBS will only issue one copy of the DBS certificate and that copy will be sent to you either at the current address you listed on your DBS application (for applicants currently residing in the UK) or to the University (for applicants currently residing outside of the UK).

Once you have received your certificate you should keep it somewhere safe, as this will be valid throughout your course of study. **The University does not receive a copy of your certificate.** If you lose your certificate and request a replacement, there will be a charge for this.

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Statement of Good Conduct

Your offer of a place may include the requirement for you to provide a Statement of Good Conduct (known as a Certificate of Good Character) – please check your offer conditions carefully.

For further information on obtaining a Statement of Good Conduct, please see [Criminal records checks for overseas applicants](#). Once you have the Statement please upload this to your portal, or send a copy via email to study@hull.ac.uk.

Admissions & Applicant Services

study@hull.ac.uk

++ 44 (0)1482 466100