

# DBS Procedure for Work Placement

Disclosure & Barring Services (DBS)

## Student requires a DBS for placement as part of course of study

At interview student receives guidance on the DBS certificate application process (Appendix 2, 4 & 5).

Students are required to bring the required documentation when completing enrolment (Appendix 2)

Curriculum areas to book meeting for all students requiring a DBS certificate with Administration Team Leader (ATL) or Placement Officer to complete DBS application procedure with students. (Appendix 3)

Students receive their DBS disclosure by post. Student to present original copy to Personal Tutor / Placement Officer within 5 working days. Copy made and original returned to the student.

Personal Tutor to forward copy of DBS certificate to Placement Officer or administration team leader for to complete counter-signatory process

DBS—Satisfactory

DBS—Unsatisfactory

## Unsatisfactory

ATL/Placement Officer to advise curriculum HoD  
Tutorial and Support

Meeting held with student to complete CCDRA process under the College Criminal Convictions, Pending Sentencing and Bail Conditions Policy and Procedure to assess student suitability for placement/course.

Student advised in writing of outcome of process. No information is added to LIP. If placement and/or course placement is to be withdrawn, student has 10 days to lodge a written appeal (Appendix 7).

If placement/course placement to be withdrawn  
Personal Tutor to complete withdrawal process.

All data is stored securely and all information will be kept as confidential.

## Satisfactory

Counter-signatory to advise student and  
Personal Tutor via LIP comment

The disclosure is filed by the Counter-Signatory  
for a period of six months

After six months, the Counter-Signatory will  
arrange for all paperwork to be shredded  
appropriately.