

04/2024

**Disclosure and Barring Service (DBS) Check Request**

(For roles that are **not** within healthcare or an NHS setting)

Please **do not** complete this form for staff working in a Healthcare or NHS setting role (including OH healthcare roles, Counselling, Honorary Research Contracts) please complete a DBS check request form for roles in healthcare/NHS settings.

This form should normally be completed by the line manager of the person requiring a DBS check or the departmental DBS contact for the role.

Use this form for existing staff or for new staff whose contracts are being issued by the Staff Hub (i.e. Short term contracts, staff named on grants, casual workers).

Do not complete this form for new appointments being processed through the Recruitment Hub, as they will liaise with you directly.

For staff working in a Healthcare or NHS setting role (including OH healthcare roles, Counselling, Honorary Research Contracts) please complete a DBS check request form for roles in healthcare/NHS settings.

**PLEASE COMPLETE ALL FIELDS,** once completed, please send this form to [StaffDBS@imperial.ac.uk](mailto:StaffDBS@imperial.ac.uk)

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| **Section A – Details of person needing DBS check** | | | |
| **Surname/Family name:** | |  | |
| **First name/s:** | |  | |
| **Title** | |  | |
| **University ID (CID):** | |  | |
| **University email address** | |  | |
| **Start date of new role (if applicable)** | |  | |
| **Department:** | |  | |
| **Job Title:** | |  | |
| **Reason the DBS check is required/activities being undertaken** *(e.g. personal tutor):* | |  | |
| **Name of person completing this form** | |  | |
| **Department contact for DBS query on role:** | |  | |
| **Section B – DBS check information**  **IMPORTANT: To ensure you request the correct level of check, please refer to the Imperial College’s** [**Eligibility for DBS checks guidance**](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/dbs/Eligibility-for-DBS-levels-guidance---FoM.pdf) **when completing this form.** | | | |
| 1. **What Workforce is required for the DBS check?** *(please tick relevant box below)* | | | |
| Adult | Child | | Adults and Children |
| **2 What level of DBS check is required?** *(please tick all boxes below that apply)*  **Option 1 - CHILD WORKFORCE ONLY**  **Work requiring Enhanced DBS check for Regulated Activity, i.e. Barred list check/s** | | | |
| Work with children carried out **unsupervised** ‘regularly’*(once a week or four times in a 30 day period) or overnight (2am to 6am*) providing teaching, training or instruction to children, care or supervision of children, advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical well-being, drive children for a third party (i.e: on an employment basis)  Work with children carried out **unsupervised** ‘regularly’(once a week or four times in a 30 day period) or overnight (2am to 6am)at educational institution mainly used for the full-time education to children (e.g.: school, under-18 further education), children's nursery  Communicating with children by telephone, internet or other electronic means (once a week or more, or 3 days in any 30 day period, or overnight) **where this this communication is related to a Regulated Role** i.e: teaching, training or instructing children or providing advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical wellbeing  Monitoring the content of internet based services aimed wholly or mainly for use by children. This role **must include** being able to access and remove content or prevent it from being published and control who uses the service or have contact with the children using the service | | | |
| **Option 2 - Enhanced DBS check** | | | |
| Work with children carried out **supervised** ‘regularly’(once a week or four times in a 30 day period or overnight - 2am to 6am)  Work with children is **not** carried out ‘regularly’ (i.e. less than once a week or four times in a 30 day period or overnight - 2am to 6am)  Work with adults **specifically** (not incidental to work with adults in general) who are elderly, ill or disabled adultsonce a week or more, or 3 days in any 30 day period, or overnight (between 2am and 6am) providing training or teaching, instruction or assistance, advice or guidance, moderating a public electronic interactive communication service which is likely to be used wholly or mainly by adults who receive a health or social care service. . Only [**specific roles**](https://dbsdirect.co.uk/types-of-checks-and-who-they-are-for.php#enhancedexcl) are eligible for this level of check (if selecting this option, please state in section A above what work is eligible for this level of check | | | |
| **3 Standard DBS check *(please state in section A the reason this level of check is relevant)*** | | | |
| Only [**specific roles**](https://dbsdirect.co.uk/types-of-checks-and-who-they-are-for.php#Standard) are eligible for this level of check. | | | |