

# PETROC

## DBS Checks

2022/23

### STUDENT GUIDE



It is a **legal requirement** for anyone over the age of 16, who works unsupervised with children or vulnerable adults, to undergo a Disclosure & Barring Service enhanced disclosure (DBS check).

Petroc students who undertake unsupervised work placements with children or vulnerable adults as part of their course **must** have a DBS check carried out by Petroc or hold a DBS check previously completed with an approved organisation before starting their work placement.

If you secure a place on a course that requires a DBS check, Petroc's Registry Team will contact you to invite you to start your DBS application with us.

All of our DBS applications are completed online and we use an external company called Atlantic Data to process them.

In order to start your DBS application, you will need to upload your ID documents via myPetroc\*. We need to see at least three forms of acceptable ID which you can find on [page 3 of this leaflet](#).

\*If you have not received your login details for myPetroc, please contact us on 01271 852443.

The majority of learners do not have to pay for their DBS check with us as we will meet the cost, but if you are liable to pay course fees and not accessing the Advanced Learning Loan (ALL) the cost will be £47.



## FAQs

We've put together this list of our most frequently asked questions (FAQs), which we hope you will find useful in preparing for your DBS check\*.

### 1. What exactly is a DBS Check?

A DBS check or 'disclosure' is a document containing information held by the police and other government departments relating to a person's criminal record. A criminal record includes:

- Convictions
- Cautions
- Reprimands
- Warnings

By having access to a person's criminal record, organisations that are responsible for safeguarding children or vulnerable adults are able to make safer recruitment decisions.

### 2. I've recently had a DBS check carried out for a different organisation, do I need to get another one?

Because of the type of work experience you'll do whilst at Petroc, we can only accept an existing DBS check if it is fully enhanced and the children's and / or adults barred lists have been checked (depending on what type of work placement you'll be going to). It also needs to have been carried out within the last three years.

If you think you already have a sufficient DBS check in place, please contact us so we can advise you.

\*Please be aware that all information contained in this leaflet may be subject to change.

**3. Will I need to get a new DBS check for every year that I'm at Petroc?**

There are currently no legal guidelines regarding how long a DBS check is valid; it is up to each individual organisation to decide how often their employees / students / members must have a DBS check carried out.

It is Petroc policy that students undertaking unsupervised work placements with children / vulnerable adults must have a DBS check in place that is no more than three years old. This means that unless you study with us for more than three years, you will not be required to undergo another DBS check with Petroc.

**4. I've got a criminal record, will this stop me getting a place on the course?**

Having a criminal record will not normally stop you from getting a place on a course; we understand that everyone has a past. However, this obviously depends on the nature and severity of the offence and it will ultimately be the programme manager's decision as to whether your past history would make you unsuitable for your chosen course.

**5. I can't find enough ID documents, what should I do?**

[Please read the full list of ID documents on page 3.](#)

Whilst we fully understand and sympathise with the difficulty some young people have finding enough ID documents, this requirement is non-negotiable.

Because the ID requirements are determined by the Disclosure & Barring Service (and not Petroc), we are not able to make any exceptions.

If you are having difficulty finding enough ID documents, here are a few suggestions of things you could do:

- Open a bank/building society account; we can use both the opening letter and a statement as two separate forms of ID.
- Apply for a provisional driving licence (if you're old enough to do so).
- Apply for a new passport or renew an expired one.
- Apply for a replacement birth certificate if you have lost your original.
- If you are aged 16-18, we can accept a letter from your secondary school headteacher confirming your identity. This letter must be on headed paper, contain your current address and be less than three months old.

If you are worried that you will not be able to find enough ID for your application, please contact us as soon as possible so we can advise you.

**6. Why does it cost £47?**

We are charged £47 by Atlantic Data for each DBS check they process for us. This is made up of £38 which is paid to the DBS for the enhanced disclosure and a £9 processing charge which is paid to Atlantic Data. Petroc makes no profit from DBS checks.



**Any other questions?...**

If you have a question or concern that hasn't been covered here, please do not hesitate to contact the team:

**North Devon campus:**

01271 852443

[RegistryTeamNDC@petroc.ac.uk](mailto:RegistryTeamNDC@petroc.ac.uk)

**Tiverton campus:**

01884 235269

[MDCAdmin@petroc.ac.uk](mailto:MDCAdmin@petroc.ac.uk)



## ID Documents

So that the DBS can verify your identity, they require you to provide a minimum of three ID documents to support your application.

**PLEASE READ**

You will need to provide the following:

- One document from Group 1
- **AND** two further documents from any group (1, 2a or 2b), one of which must be an addressed document.

### GROUP 1

ID Document	Notes
Current <b>valid</b> passport (any nationality)	<ul style="list-style-type: none"> <li>• Please check the expiry date on your passport; if it has expired then we cannot use it.</li> </ul>
Current Driving Licence (UK) photocard	<ul style="list-style-type: none"> <li>• We can use a full <i>or</i> provisional driving licence.</li> <li>• We only need the driving licence photocard.</li> <li>• We can only use UK driving licences.</li> <li>• Please check the address on your driving licence, if it is not your current address then we cannot use it.</li> </ul>
<b>Original</b> Birth Certificate (UK & Channel Islands)	<ul style="list-style-type: none"> <li>• Your birth certificate must have been issued within 12 months of birth to be considered an original.</li> <li>• We can only use UK and Channel Islands birth certificates.</li> </ul>
Biometric Residence Permits	<ul style="list-style-type: none"> <li>• We can only use a residency permit for the UK.</li> </ul>
Adoption Certificate	<ul style="list-style-type: none"> <li>• We can only use UK and Channel Islands adoption certificates.</li> </ul>

### GROUP 2a

ID Document	Notes
Current (old style paper) Driving Licence (UK)	<ul style="list-style-type: none"> <li>• If you do not have a photocard licence, we can use the old style paper driving licence as a group 2a document.</li> </ul>
Current <b>non-UK</b> Driving Licence	<ul style="list-style-type: none"> <li>• We can only use a non-UK driving licence if your current address is outside of the UK at the time of your DBS application.</li> </ul>
<b>Non-Original</b> Birth Certificate (UK & Channel Islands)	<ul style="list-style-type: none"> <li>• If your birth certificate was issued after 12 months of birth then the DBS consider it a non-original.</li> <li>• We can only use UK and Channel Islands birth certificates.</li> </ul>
Marriage / Civil Partnership Certificate (UK & Channel Islands)	<ul style="list-style-type: none"> <li>• We can only use UK and Channel Islands marriage/civil partnership certificates.</li> </ul>

Please remember that it typically takes 1-2 weeks for your payment to clear with Atlantic Data before we can start your application online. We therefore may not be able to use an addressed document if the date on it does not give enough time for your payment to clear.

### GROUP 2b

ID Document	Notes
* Bank / Building Society Statement or Opening Letter (UK)	<ul style="list-style-type: none"> <li>• If you do not have a statement, most branches will print one for you.</li> <li>• If you open a new account, we can use both the opening letter and your first statement as two separate forms of ID.</li> <li>• Most banks will offer a young person's account with no initial deposit required.</li> <li>• We cannot accept statements printed from an online account.</li> </ul>
* Credit Card	<ul style="list-style-type: none"> <li>• UK or EU only</li> </ul>
* Utility Bill (UK)	<ul style="list-style-type: none"> <li>• We cannot accept mobile phone bills</li> </ul>
* Benefit statement	<ul style="list-style-type: none"> <li>• Must be addressed to the student, not the parent.</li> <li>• The student must be the claimant, not the parent.</li> </ul>
* A letter/document from central/local Government, Government Agency or Local Authority	<p>This can include:</p> <ul style="list-style-type: none"> <li>• Job Centre</li> <li>• NHS / Hospital</li> <li>• Dept. for Work &amp; Pensions</li> <li>• HM Revenues &amp; Customs</li> </ul> <p><b>We cannot use letters from GPs or HMRC National Insurance Number letters</b></p>
* Letter from previous Head Teacher confirming your name and address.	<ul style="list-style-type: none"> <li>• We can only use if you're aged between 15-18.</li> <li>• The letter must be on official headed paper from your previous school.</li> </ul>
** Mortgage Statement	<ul style="list-style-type: none"> <li>• Most recent</li> </ul>
** Council Tax	<ul style="list-style-type: none"> <li>• Most recent</li> </ul>
** P60 or P45	<ul style="list-style-type: none"> <li>• Must contain NI number</li> </ul>

**Group 2b— PLEASE READ – Addressed Documents**

Any addressed document with an \* must show your current address, **be dated** and be **no more than 3 months old** at the point when we are able to start your DBS application online.

Any addressed document with an \*\* must show your current address, **be dated** and be **no more than 12 months old** at the point when we are able to start your DBS application online.