

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

Petroc students who undertake unsupervised work placements with children or vulnerable adults as part of their course **must** have an Enhanced DBS check carried out by Petroc or hold an Enhanced 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 Admissions & Enrolments Team will contact you to invite you to start your DBS application with us from May 2024.

Please do not start this process yourself, as you cannot apply for an Enhanced DBS check as an individual.

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 inside 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 Learner Loan (ALL) the cost will be £47, and we will contact you to arrange payment.



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:

- Conviction
- 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 inside this leaflet.

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 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 can I not apply for a DBS check myself?

The level of check required cannot be applied for as an individual, but must be applied for by an employer or organisation, which is why Petroc facilitates this for you.

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

admissionsandenrolments@petroc.ac.uk

Tiverton Campus

01884 235269

MDCAdmin@petroc.ac.uk



PETROC

DBS Checks

2025/26

STUDENT GUIDE



Disclosure &
Barring Service

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

GROUP 2a

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

GROUP 2b

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

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.