

DBS Guidance for Lead Partner students on ITE Programmes

Please note that Lead Partner students will not be able to complete their assessed placement weeks unless the UoR DBS team has confirmed to the School Partnerships Office that the student has a valid DBS.

All queries regarding DBS should be sent to: dbs@roehampton.ac.uk.

- If you are a non-salaried, tuition fee Lead Partner student, your Lead Partnership will undertake your DBS check, and you then need to register on the DBS Update Service. **You must register with the DBS Update Service as soon as you receive the DBS certificate**, because the DBS only allow up to 28 days from the date of issue for you to do so.
- The University of Roehampton then need to complete an **online status check**, to determine that the certificate is current and valid. Please go to the section below 'Completing an online status check of your Update Service subscription'.
- In the case of salaried Lead Partner students, the responsibility lies with the employing school to ensure that all checks have been carried out. The employing school will inform the university that all satisfactory safeguarding checks have been completed.

COMPLETING AN ONLINE STATUS CHECK OF YOUR UPDATE SERVICE SUBSCRIPTION

We need to complete an online status check at Roehampton to determine that a) your certificate meets the requirements of an ITE programme and b) your certificate and subscription is still current and valid. You can follow either option 1 or option 2 below. Please email dbs@roehampton.ac.uk and advise which option you'd prefer:

Option 1:

If you'd like us to do the check without you being present, please send a good quality scan/photo of ALL PAGES of your current DBS certificate and a scan/photo of your photo ID (e.g. passport, driving licence) to dbs@roehampton.ac.uk, and give your written permission to check on the Update Service. Please note attached files must be jpeg or PDF, as we are unable to open .HEIC files.

Option 2:

If you'd prefer to do the check online, the DBS team can book an appointment with you. You'll need to have the original DBS certificate and original photo ID ready to show them during the meeting.

Please note your Update Service subscription will need to remain active and valid for the duration of your programme. If your subscription lapses, you will need to apply for a new DBS via your Lead Partnership.