

**School of Health Sciences**  
**School of Health & Society**

## **YOU HAVE EXPRESSED CONCERN ABOUT A POSITIVE DBS**

All offers of a place on the programme are subject to satisfactory police and health clearance. Whilst no final decisions will be made until we have received your Disclosure and Barring Service (DBS) enhanced certificate, this is some guidance we hope you will find helpful.

Any information you disclose at this point in the application process will be considered under our [Student Vetting Policy](#). This is kept separate from the interview process and will have no bearing on whether you are offered a place on the programme.

The form accompanying this information sheet should be completed and returned by email or recorded delivery (addresses are detailed on the form). We will then be able to advise you on the likely outcome if this information appears on your DBS.

We strongly advise you to disclose fully at every opportunity in the process.

When we consider positive disclosures we take into consideration all relevant information, such as:

- Nature and gravity of the offence(s)
- Age at the time of the offence(s)
- Length of time since the offence(s)
- Number of offences
- Any pattern of offences
- The severity of the sentence
- Relevance of offence(s) to profession
- Applicants response to offence and rehabilitation
- Public Trust

When the School Admissions Panel consider positive disclosures they will accept any further evidence you wish to provide. This can include supporting statements, letters and references.

For further information on DBS, please go to the [School of Health & Society web page](#).

All decisions are informed by the University's [Student Vetting Policy](#) and the regulatory bodies of the professions involved so it may be helpful to access the websites for the Nursing & Midwifery Council (<http://www.nmc.org.uk/>) or the Health and Care Professions Council (<http://www.hpc-uk.org/>).

If you require any further information or clarification on the above please email [chsc-crb@salford.ac.uk](mailto:chsc-crb@salford.ac.uk).

SURNAME: .....	EMAIL ADDRESS:
FORENAME(S): .....	.....
DATE OF BIRTH: .....	TELEPHONE NO.:
COURSE APPLIED FOR: .....	.....

We would recommend disclosing, and giving further details, about anything from the list below:

- Conviction(s)
- Pending court appearances or prosecutions
- Reprimand(s)
- Police Caution(s)
- Bindover(s)
- Final Warning(s)
- Being barred, excluded or prevented from working with children and/or vulnerable adults
- Suspension from professional practice
- Suspension orders by any local authority, professional body, inspectorate or licensing/registration authority
- Whether any child/children in your care (or the household in which you live/lived) have been placed upon a child protection register, been subject to a child protection plan or placed in care, and any relevant circumstances
- **SOCIAL WORK STUDENTS ONLY:** Whether you have previously registered on a social work programme (please give details on the circumstances of your departure from any previous social work training)

**I CERTIFY AND AGREE THAT:**

I have read the Guidance Notes below. I understand that false information or omissions will constitute an offence under the University rules and may lead to my application being rejected or subsequent removal from the programme of study. The information supplied above may be verified by the University as necessary.

Completion of this form does not replace the need for a Disclosure and Barring Service (DBS) Enhanced Check, checked against the Adults and Children's barred lists, through the University of Salford as required. The University of Salford may undertake any other checks that it believes to be necessary to judge my suitability for entry or continued study on the programme. All offers of a place remain confidential upon application and presentation of a satisfactory DBS Enhanced Certificate through the University.

**DATA PROTECTION ACT 2018**

I consent to the information which I have provided on this form being used by the University of Salford in the decision making process which will include requesting a Disclosure and Barring Service check and any other checks as to my suitability to work with children and/or vulnerable adults as necessary. I understand that information I supply on this form and contained on my DBS Enhanced Certificate is subject to the Data Protection Act 2018 principles and other relevant legislation may be shared with the relevant Professional Regulatory and Statutory Body (either the NMC or HCPC) or any other persons deemed necessary by the University to access my suitability for registration and training.

The University would like to draw your attention to information given in the following link: [www.salford.ac.uk/privacy](http://www.salford.ac.uk/privacy)

**SIGNATURE** ..... **DATE** .....

**GUIDANCE NOTES**

1. The completion of this form is optional
2. Information disclosed on this form will be considered by the School Admissions Panel. You will be advised of the likelihood if you will be withdrawn from the programme should your DBS disclosure not match what has been declared on this form.
3. Any decision to withdraw from the application process is yours alone.
4. The contents of this form will have no bearing on the interview process or whether you are offered a place on the programme.
5. The information requested will be kept separate from the application form to protect confidentiality.
6. The Regulatory Body Education Manager will contact you if any further information is required.
7. All offers of a place to study at the University of Salford remain conditional upon application and presentation of a satisfactory DBS Enhanced Certificate, checked against the Adults and Children's barred lists through the University.

