



## Disclosure and Barring Service (DBS) Guidelines

DBS was established by the Protection of Freedoms Act 2012, replacing the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) in 2012.

DBS continues the CRB function of conducting criminal record checks which you may need if you intend to conduct research which for example involves children, individuals who lack capacity, within the health and social care sector or in prisons.

Please note there are different rules to follow if you plan to conduct research in Scotland or Northern Ireland.

It is an essential legal requirement that *all individuals undertaking work, including research, with children or vulnerable adults undertake a Criminal Records check.*

Different levels of checks exist dependent on the work or research you intend to conduct, depending on your status you will either contact HR or your School Office to find out which you will require.

- **Standard:** Spent and unspent convictions, cautions, reprimands, final warnings
- **Enhanced:** As above - plus any additional information held locally by police forces that's reasonably considered relevant to the post applied for
- **Enhanced with list checks:** As above - plus a check of the appropriate DBS barred lists

The University will provide you with a form to complete and will let you know what items you are required to provide to prove your identity.

The University will send the application on your behalf, if the application is successful you will receive the certificate directly and the University may ask to see the certificate.

### Where do I apply for a DBS check?

Depending on your status, you need to contact either Human Resources (Staff) or Careers and Employability Centre (Students) to apply. Students must discuss this with their supervisor first.

See below for contact information:

DBS application for Staff Contact: Dan Bowden Human Resources Email: <a href="mailto:D.P.Bowden@sussex.ac.uk">D.P.Bowden@sussex.ac.uk</a> Phone: 01273 87(3795)	DBS application for Students Contact your School Office or the Research Governance Office rgoffice@sussex.ac.uk
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The DBS recognises that the information which can be disclosed can be extremely sensitive and personal. It has published a [Code of Practice](#) and employers' guidance to ensure they are handled fairly and used properly. The DBS confidential checking service can be used by transgender applicants who do not want to reveal details of their previous identity to a potential employer.

For further information, go to the [Disclosure and Barring Service](#) website. Alternatively contact Human resources (staff), Careers & Employability Centre (students) or the Research Governance Officer: [rgoffice@sussex.ac.uk](mailto:rgoffice@sussex.ac.uk) (Tel.01273 872748).