

MAH Enhanced DBS Request Process

Main Contacts:

- media-arts-humanities@sussex.ac.uk - Reception Team, carrying out checks
- MAH-Operationsmgr@sussex.ac.uk - Carmen Long, Operations Manager, overseeing process

Recurring Enhanced DBS Checks

There are currently two recurring situations when Enhanced DBS checks need to take place:

- For students taking the module 'School Placement Project' (Q3293), Emma Newport as module convenor as the contact
- For staff & students partaking in Sussex Writes widening participation events, looked after by Emma Newport

We have an arrangements/will agree arrangements with both the module convenor and Emma in which they will contact the Reception team with lists of people needing checks (at agreed points of the year) and then we will contact the relevant staff/students to go through the DBS process with them.

If a new module or event is created where you think that enhanced DBS checks will need to take place every year/on a regular basis, please do contact the Reception Team. We will then be able to create a plan for this with you.

One-off/Ad-Hoc Enhanced DBS Check

If you need a one-off DBS check for yourself, e.g. for your research project, please email the Reception Team to request this and provide us with the following:

3 forms of ID (currently emailed to us):

- The accepted document types can be found on the government website [here](#)
- One should be from **Group 1**
- The other two can be from either **Groups 1 or 2**
- One needs to confirm your current address and be no older than three months (current address should be the same as the one written on the DBS form itself)

Confirmation of the 'employment details':

1. Is this a COVID-19 emergency role?
2. Confirm workforce type
 - a. Child (e.g. school)
 - b. Adult (e.g. social care)
 - c. Child & Adult (e.g. healthcare)
3. Confirm position
4. Working with Adults in regulated activity?
5. Working with Children in regulated activity?
6. Working at your own address?
7. Volunteer?

Confirmation of the subproject code that this check needs to be paid from. This check costs **£52.00**

The Reception team will confirm receipt of your email request and documents and provide you with a weblink. From this link you can add yourself to the HR platform that we will be using to perform this DBS check - this website is run by a company called 'uCheck'.

Once you have completed the online form we will be able to complete a DBS check for you. We expect to have the result back from uCheck within 48hours, although it can take considerably longer, so please factor this in when making DBS requests. Once we have the results we will email you with confirmation and a copy of the PDF certificate, you will then receive a paper copy in the post a few weeks later .