**DBS FAQs**

**What is a DBS check?**

DBS stands for Disclosure and Barring Service. A DBS check is a criminal record check which will let us know if you have any unspent criminal convictions that are relevant to the role you will be in.

**Do I need a DBS check?**

Everyone who is regularly working or volunteering with children and young people or with vulnerable groups of people needs a DBS check. If your volunteer role includes regularly working with people from any of these groups, we will need you to complete a DBS check.

**Why do I need a DBS check?**

We do DBS checks to help us ensure the safety and security of children and young people and other vulnerable groups of people who we regularly work with. We also do DBS checks to ensure the safety and security of you as a volunteer.

It is a legal requirement that we do these checks.

**What is the process for completing a DBS check?**

Firstly, you should collect all of the ID documents you will need. More information on what you need is included below. Please read this carefully!

You should then book an appointment to meet with a member of the Volunteering team to complete the DBS check. We will give you a phone call before your appointment to check you have the correct documents.

At your DBS check appointment, you will need to complete a short online form about your personal details and previous address history. The staff member will check your documents and enter the details into the DBS system.

We then wait for the DBS check to be completed. We will let you know when it is back!

**What documents do I need for my DBS check?**

We'll be honest - This is not always an easy question!

The best explanation of all the documents we can use is [here on the government website](https://www.gov.uk/guidance/documents-the-applicant-must-provide).

In most cases we need to follow what is called **Route 1**. The best way for most home students to follow Route 1 is by bringing:

* Your Passport and/or your Driving Licence Photocard (Full or Provisional).
* A recent bill or bank statement with your current address on it.
* One other document from the full list of accepted documents (if you don’t have both a Passport and a Driving Licence).

If you can’t follow this route please let us know and we can look at alternatives with you.

It is **very important** that:

* **At least one** document contains **your photograph.**
* **At least one** document contains **your current address.**
* All documents are **valid** and are **from within the correct timeframes.**

**What if I don’t have any documents with my University address on?**

We need your current address on an approved document to process your DBS check, so we won't be able to continue with your check until you have something we can use. This can sometimes be a problem for people who have recently arrived in Sheffield and people who live in shared accommodation!

We've found that one of the quickest and easiest ways to get a document with your address on is by changing the address that your bank account is registered to.

**Can I get a DBS check if I am an international student?**

In order to get a DBS check you will need to have lived in the UK for a while, usually 12 months. You'll also need to get a criminal record check for any country that you have lived in for a long period of time, whether that is your home nation or any other place you have lived.

Every country has a different process in order to get a criminal record check or a 'Certificate of Good Conduct'. An alphabetical list with advice is available on the UK government website [here](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). Unfortunately, we are not currently able to support with the application process for these checks.

We do have plenty of volunteering opportunities that do not require a DBS check to take part with so there are still ways of getting involved. Get in touch with the Volunteering team to chat about what opportunity is best for you.

**Can I get a DBS check if I have spent a long time outside of the UK?**

The rules for DBS checks are also slightly different if you have spent more than six months out of the UK during the last five years. If you are a home student but have recently been living abroad or travelling for longer than six months, please let us know and we can guide you through this process.

**Can I still volunteer if I have a criminal record?**

The answer to this question depends on the nature of the conviction and how recent it is. However, in many cases we are pleased to say that you can still volunteer with us if you have a criminal record.

If you do have a criminal record we will meet with you after we receive your DBS check back. During this meeting we will chat about whether you can volunteer. We will also let you know if any adjustments need to be made to your volunteer role if necessary.

If we decide you cannot volunteer we will explain why.

Please note, you must declare any criminal record when you meet us to fill in your DBS form.

**Do I have to pay for a DBS check?**No, we cover the cost of DBS checks for all of our volunteers.