**DBS Clearance level:**

We have now upgraded to an online DBS system and to ensure we are not over checking our candidates, the system provider (MITIE) require full justification for our DBS clearance levels.

**Please fully consider this role and choose the level of DBS check below:**

1. The check should firstly be classed as Standard or Enhanced:

   **STANDARD** - Staff/volunteers who do not provide health care, but who have access to personal sensitive medical records about children and/or vulnerable adults.
   e.g.: staff in GP or dental surgeries who do not provide health care - medical receptionist, medical secretary

   **OR**

   **ENHANCED** - Staff/volunteers who work directly with children or vulnerable adults once a week or more, or 4 days in any 30 day period, or overnight.

2. Then we need to determine the appropriate Workforce:
   - 'Child Workforce' - Use this for any position that involves working/volunteering with children.
   - 'Adult Workforce' - Use this for any position that involves working/volunteering with adults.
   - 'Child and Adult Workforce' - Use this for any position that involves working/volunteering with both children and adults.
   - 'Other Workforce' - Use this for any position that does not involve working/volunteering with Children or Adults e.g. security guard.”

3. (ONLY AVAILABLE FOR SOME ENHANCED CHECKS)
   An Enhanced barred list check is available, but should only be used for one of the following:
   - ‘Child Barred List’ – for those engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations, e.g. working in a Nursery.
   - ‘Adult Barred List’ - for those engaged in regulated activity with adults and a small number of posts as listed in the Police Act regulations, e.g. health care or personal care.
   - If both are required, please indicate that you require both a Child and Adult Barred List.
Please find a more detailed ‘DBS guideline’ document attached, which may help with making the appropriate choices including examples of regulated activity.

This link will lead you to the Government’s website for their DBS guidance:

Please confirm whether the DBS check should be Standard or Enhanced and then which type of workforce the candidate will be involved with in this role (and barred list if applicable).

***IMPORTANT***
Please reply as soon as possible to fully justify your choices by confirming why this role would require the type of DBS that you choose.

We are unable to proceed with the DBS application until the justification has been provided, along with the choices for points 1 & 2 (and 3 if applicable) above.

Kind regards,

Human Resources
Building 37, Room 4123
Highfield Campus
University of Southampton
SO17 1BJ