

Work Placements and the Disclosure and Barring Service (DBS)...Your Questions Answered.

What is a DBS check and why do I need one?

Before you can be selected for certain jobs or work placements you may be asked to undertake a DBS check. This is most common where contact with children or vulnerable adults may be involved or where you may be required to deal with confidential or sensitive information. A DBS check looks into your background for spent and unspent criminal convictions, cautions, reprimands and final warnings. You may be asked to undertake a DBS check before you start a placement or volunteer position dependent on the nature of the work.

Full details regarding DBS checks including a 'Helpline' service can be found on the Government website: www.gov.uk/disclosure-barring-service-check/overview.

I'll be doing work experience as part of my degree and I think I need a DBS check...what should I do?

If you are undertaking or have chosen to undertake a degree module that includes a period of work experience or volunteer work you will need to speak to your placement/volunteer provider to ask if they expect you to arrange your own DBS check or if they will arrange it for you. Some organisations, particularly charities will co-ordinate and pay for your DBS check themselves. They will provide you with full details about the process once you've committed to undertaking the period of volunteer work with them.

However if you are required to arrange the DBS check yourself, advice and support is available through Student Administration at your campus, you can view their guidance on DBS checks through the [UniLife channel](#). They also provide the following guidance on how to apply for a DBS check [here](#). If you have any further queries about your DBS check it is recommended that you first speak to your module tutor.

If you are undertaking compulsory work experience as part of your degree our Admissions department will have already made you aware of the need for a DBS check before enrolling on your course. However if you still need to arrange this then you should speak to your Course Tutor and look at the details of how to apply [here](#). This includes information on the costs associated with having a DBS check.

I am thinking of doing some work experience or voluntary work outside of my course...what should I do?

You will need to liaise with your placement/volunteer provider to ask if they expect you to arrange your own DBS check or if they will arrange it for you. Some organisations, particularly charities will co-ordinate and pay for your DBS check themselves. They will provide you with full details about the process once you've committed to undertaking the period of volunteer work with them. However

you may be required to arrange the DBS check yourself, in this case advice and support is available through Student Administration at your campus. Further advice is also available through the Government website which includes a 'Helpline' service:
www.gov.uk/disclosure-barring-service-check/overview.

Will I need to pay for a DBS check?

Unless your placement/voluntary work provider has agreed to pay for your DBS check you will need to pay for all associated fees which are non-returnable (approx. cost is £58.00). If you believe you are unable to meet the costs of your DBS check due to financial difficulties please contact the university Student Money Service for advice and guidance: <http://studentmoney.southwales.ac.uk/>

How long does a DBS check take?

DBS checks take an average of 6 weeks to process (with some taking up to 12 weeks) so please bear this in mind when considering work placements or voluntary work particularly where you need to complete the experience by a specified date (i.e. as part of a module).

I am an International/EU student – is the process the same for me?

There is a different process for all International/EU students or home applicants who **have not fully resided in the UK within the past 5 years**. You will need to contact Student Administration at your campus and they will advise you of how to obtain a "*Certificate of Good Conduct*".