

Guidance on acceptance of DBS clearance through the update service.

We can only accept DBS clearance through the Update Service if the check meets **all** of the following criteria:

1. You have registered with the DBS Update Service and paid the relevant online subscription fee;
2. The DBS clearance you received was for an Enhanced DBS check;
3. The 'Position applied for' was 'Child Workforce';
4. The certificate must state 'DBS Fee Charged'. Certificates that state 'No DBS Fee charged' cannot be used to obtain clearance for a teacher training or early years programme;
5. The certificate should state 'None Recorded' against the Children's Barred List information and 'Not Requested' against the Adults' Barred List information. Certificates that show 'None Recorded' against both the Children's and Adults' Barred List information cannot be used to obtain clearance for a teacher training or early years programme.

The criteria listed above are legal requirements, and we cannot accept any DBS checks that do not meet these criteria. If for any reason the University is unable to access the details of your previous Enhanced DBS check through the Update Service, you will be required to submit a new Enhanced DBS application through the University.

Please note, we can only check and confirm whether an existing Enhanced DBS certificate is acceptable for our teacher training programmes within six months of the start of the programmes.

If you have an existing Enhanced DBS certificate, which meets all of the criteria detailed above, and you would like us to check your existing Enhanced DBS certificate through the Update Service you will need to email admissionssupport@reading.ac.uk to give us written permission to check your certificate through the Update Service.

You will also need to bring the following documents when you come to the Offer Holder or Initial Needs Assessment session at the university:

- The original and a photocopy of the DBS certificate you wish us to check through the update service. We will need to have the full document so please ensure the photocopy is complete;
- We will also need to see documents confirming your identity to carry out the check, such as a passport or birth certificate, and documents confirming name changes where applicable.