

### **Does the University accept Enhanced 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.

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, please bring the following documents to your interview:

- The original, as well as a photocopy, of the Enhanced DBS certificate that you would like us to check through the Update Service (we will need to have the full document so please ensure the photocopy is complete)
- The originals, as well as photocopies, of at least three valid ID documents for the DBS check, in case we are unable to access/accept your existing Enhanced DBS clearance through the Update Service
- The originals, as well as photocopies, of documentation confirming name changes, where applicable.

Please note, we will only be able to check and confirm whether we can accept your existing Enhanced DBS certificate through the Update Service within six months of the start of our teacher training programmes.

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/accept your existing Enhanced DBS check through the Update Service, you will be required to submit a new Enhanced DBS application through the University.