



## Disclosure and barring service (DBS) checks for students: frequently asked questions

### What is a DBS check?

A Disclosure and Barring Service (DBS) check is a check which will reveal any convictions, cautions, reprimands and warnings that you may have received in the past. A DBS check may also include information that is held on the children and adults 'barred' list as well as information that is held by the police that may be relevant to the type of activity you are undertaking.

Helpful resource: [DBS Guides for applicants](#) (Disclosure and Barring Service)

### What type of DBS checks are there?

There are four types of DBS checks that provide different types of information: the checks are basic, standard, enhanced and enhanced with barring list. We'll advise you on the level of check you are required to have.

### Do I need a DBS check?

As part of your studies with us, if you have access to children and/or vulnerable adults and this is a role that is considered 'regulated activity', you are required to have a DBS check. This is normally an 'enhanced check with children and/or adults barred list'. It's important that we have all appropriate safeguards in place before a student can come into contact with children and/or adults at risk.

### Which courses require a DBS check?

If you are studying one of the following courses, you are required to have a DBS check:

- Foundation Course
- Infant Observation
- Jungian Psychotherapy Training
- BJAA Jungian analytic training
- PPA psychoanalytic psychotherapy training
- Bpf North: Psychoanalytic and Psychodynamic Psychotherapy Training
- Psychodynamic/psychoanalytic parent-infant psychotherapy
- MSc Psychodynamics of Human Development

## How do I apply for a DBS check?

Students cannot apply for a standard or enhanced check themselves because this must be carried out by a 'Responsible Organisation' appointed by the Disclosure and Barring Service. We have appointed Complete Background Screen (CBS) to process DBS applications for our students.

We will provide CBS with your name and email address.

CBS will contact you directly by email with information about how to begin the DBS check process.

Please keep an eye out for this email. If it's not in your inbox, don't forget to check your 'junk/spam' mail!

The DBS application process is an online process and requires an identity check. The time it takes to complete the DBS check can vary from a few weeks to a few months. To help prevent any unnecessarily delay in your starting your course, please make sure that:

- all the information you provide is current, up to date and accurate
- you check all the information in the online system is correct and
- you start your application as soon as you are invited to.

Once your application has been completed online, the information is sent to the Disclosure and Barring Service. The Disclosure and Barring Service will check your details against police records and barred list information (where applicable). If you have applied for an enhanced DBS check, your details will also be checked with local police forces.

## What is the identity check?

There are a number of different ID pathways and we will normally ask you to complete a Digital ID check. If this is not possible, you'll be told about the ID pathway we have selected, which may be because you do not have all the identification documents required.

As part of the application process, CBS will provide you with information about the ID check. Please be prepared and ensure that you have all the required information to hand before starting your ID check. You can also find out more about the identification documents on the Government DBS website.

There are a number of different ID pathways, which we have set out below.

### Digital ID check

- To complete the Digital ID pathway you will need **two forms of ID** which can be either: a UK passport; and/or a full or provisional UK driving licence; and/or an alternate passport and share code.

- You are required to scan your documents, your current address and your face. The digital process only takes a few minutes to complete.

Once you have started your online Digital ID check, you have 10 minutes to complete your attempt. It's important that you have all the required ID documents ready before you start the check. The cost of your first Digital ID attempt is included in your DBS application fee; if your attempt fails, you will be charged for each additional check which is £4.50 + vat p/attempt.

### **Post Office ID check**

If you do not have the documents required for a Digital ID check, you can change this to a Post Office ID check during your online DBS application.

- The online application system will provide you with a barcode, which you will need to take to the Post Office along with your selected ID. You must do this within 28 days.
- You can only go to a Post Office that offers a DBS ID verification service.
- The Post Office will charge a fee for this service, which you will pay at the time of the ID check.

The DBS application cannot be completed and shared with the Disclosure and Barring Service until we have verified that you have completed your ID check.

If you are unable to complete a Digital ID or Post Office ID check, CBS will provide you with information about how to complete a remote ID check.

Helpful resource: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021](#) (Disclosure and Barring Service)

### **How much is a DBS check?**

The cost of an enhanced DBS check with barred list (children and/or adults) application is **£63.30** which includes the DBS check and Digital ID check. Costs for other DBS applications may vary depending on the type of check required and the ID pathway. Payment is made by yourself to CBS via the online application system.

### **What should I do with my certificate?**

You will only be sent one certificate. Please keep your certificate in a safe place. The Disclosure and Barring Service do not send a separate copy to the bpf.

### **What if the information on the certificate is incorrect?**

Please contact the Disclosure and Barring Service if there is information on your certificate that is incorrect. For example, if your name is incorrect, it may be because this was added incorrectly to the online system and can be easily corrected.

Helpful resource: [DBS certificate reprint guide and forms](#) (Disclosure and Barring Service)

## What happens if information is disclosed in the DBS check?

CBS will notify the bpf if there is information that has been disclosed as part of your DBS check. CBS are not able to tell us what this information is.

Information disclosed in the DBS check may affect your participation in your chosen course. The Course Director will contact you and ask you to tell them about this information so that they can carry out a risk assessment in order to make a balanced judgement. More information is included in our DBS Policy for Students.

Helpful resource: DBS Policy for Students (bpf)

## I'm living in Scotland or Northern Ireland

Disclosure and criminal records checks for applicants in Scotland or Northern Ireland may vary. We'll be able to provide you with more information during your application.

Helpful resources: [AccessNI: Criminal records checks](#) and [Disclosure Scotland](#)

## What if I have been living overseas?

If you are living in the UK but have lived overseas during the past 10 years for 12 months or more, in addition to a DBS check, we will require you to have a criminal records overseas check. The document needed will depend on the country you have lived in. To prevent any delay in you starting your course, please obtain the document before the course start date.

### Overseas check process:

**Step 1:** We will share your name and email address with CBS who will contact you directly in order to process the criminal records overseas check. CBS carry out overseas checks on behalf of the bpf. The fee for an overseas check varies and is paid by you to CBS.

**Step 2:** On receipt of the criminal records overseas check, you must show the information to our General Administrative Assistant who can be contacted by emailing [dbstrainees@bpf-psychotherapy.org.uk](mailto:dbstrainees@bpf-psychotherapy.org.uk). If information has been disclosed, this will be referred to the Course Director.

## Do I need to register for the DBS Update Service?

The bpf require you to join the Update Service. This is because we will carry out a status check on all students with a DBS certificate each year.

Once your DBS application is complete, you will receive an email from CBS which contains information about how to join the DBS Update Service and the steps you should take. You can

only join the DBS Update Service within 30 days of the issue date on your certificate and so it's really important that you do this as soon as your DBS application is complete. You are responsible for the annual subscription to the Update Service which is currently £16.00 per year.

CBS will, on behalf of the bpf, carry out the annual status check. The cost of this check is £3.00 which we pay to CBS.

If you do not join the Update Service, the bpf will require you to apply for and pay for a new DBS check at the point of the annual Update Service check.

Helpful resource: [Update Service and other DBS online services \(Disclosure and Barring Service\)](#)

### **I already have a DBS certificate. Can I use this?**

We will only accept an existing DBS certificate if:

- a) it is for the correct workforce AND
- b) you are currently registered with the Update Service.

We will ask you to provide us with your DBS certificate and Update Service information which we will share with CBS who will carry out an Update Service check on our behalf.

If you do not meet these criteria, you are required to apply for a new DBS check.

### **I've lost my certificate: what should I do?**

If you mislay your certificate, you can contact the Disclosure and Barring Service to ask them to reissue a certificate, however this must be within 93 days of the original certificate being issued. If your certificate cannot be reissued, you may need to apply for and pay for a new check.

Helpful resource: [DBS certificate reprint guide and forms](#) (Disclosure and Barring Service)

### **I have another question about the DBS process.**

Please contact our General Administrative Assistant for the course you will be studying. We'll do our best to answer your questions.

Contact: [dbstrainees@bpf-psychotherapy.org.uk](mailto:dbstrainees@bpf-psychotherapy.org.uk)

Helpful resource: [DBS Policy for Students \(bpf\)](#)