

Changes to the Disclosure and Barring Service (DBS) Process

| What will change? | Benefits |
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| <p>A move away from using a paper-based application form to the online e-bulk system to process DBS checks.</p> | <p>The online e-bulk system allows applicants to complete their DBS application online. The online system has a friendly interface and is easy to use.</p> <p>E-bulk reduces errors on the application form by validating the information entered by the applicants.</p> <p>Faster results – the e-bulk system reduces the average processing time for DBS checks.</p> <p>The e-bulk system allows the University to receive the result of individual's DBS check electronically. The prospective employee will only have to provide their DBS certificate to the University if it contains information (e.g. caution, warnings, reprimands, convictions etc.).</p> |
| <p>For posts that require a DBS check, the preferred employee will no longer be able to commence employment until a satisfactory result has been received.</p> <p>Even though employees will not be able to start work until their DBS has come through, the online e-bulk system allows the University to receive the results much faster. Therefore, allowing the preferred candidate to take up their post without undue delay.</p> | <p>Make safer recruitment decisions.</p> <p>To fully comply with DBS requirement and best practice safeguarding recommendations.</p> |
| <p>Re-checking of existing employees will take place on a three-yearly basis or in line with the requirements of your Faculty/Directorate.</p> | <p>It is best practice that individuals', especially those who work with children or vulnerable groups, are re-checked at three-yearly intervals.</p> |