

**Reference: School of Health, Social Care and Childhood Studies - DBS**

Dear Student,

You are receiving this letter because you have expressed an interest in a course at Runshaw College which requires a DBS check.

For the placement element of your course, you will need to be DBS cleared, due to the nature of the placement settings you will be in e.g. Schools, Nurseries, Care Home, Hospitals etc...

**DBS (Disclosure and Barring Service)** is a criminal records background check to assess whether you are suitable to work with children and vulnerable adults. **We will guide you through the online application process at enrolment.** Further information can be found here:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

You need to **bring your original ID documents to enrolment** (not photocopies) for our DBS team to check, together with the **attached checklist**.

Please carefully read the information below:

#### **DBS Application Requirements:**

- Have access to a personal email address
- Provide full address history for the last 5 years
- Provide previous addresses if you haven't lived at your current address for a full 5 years- including month and year moved in/out (evidence of previous addresses isn't required)
- Provide **three** pieces of **original ID** to enrolment - photocopies are not allowed. One piece of evidence must show your current name and address. ID could include:
  - **Birth Certificate** – this must be an original or a certified copy, if you do not have your birth certificate the following website that will direct you on the process of getting a replacement: <https://www.gov.uk/order-copy-birth-death-marriage-certificate>
  - **Change of Name** - if your current name is different to the name shown on your birth certificate, you will need to bring evidence of your legal name change
  - **Passport** – this must be valid and in date
  - **Provisional Driving Licence**
  - **Bank Statement** – this must be received through the post and dated within the last 3 months. Online printouts are not acceptable
  - **Letter from your current Headteacher confirming your address**

If you **don't possess the required ID evidence**, we strongly advise you to obtain the ID required as soon as possible. If you **don't have ID** or your **ID is pending**, you **must** still see the DBS team at enrolment. All DBS applications must be fully completed by **the deadline of 13<sup>th</sup> September 2024**.

Kind regards,

DBS Team – Runshaw College

[workplacements@runshaw.ac.uk](mailto:workplacements@runshaw.ac.uk)

## DBS Enrolment Checklist

	Yes	No
I have thought of a 9-character password that doesn't include my name and includes an uppercase letter and a special character		
I have an email address I can access on my phone		
I have 3 pieces of ID Evidence from the list in the letter		
I have lived at my current address for a full 5 years or more and know the month and year I moved in		If No- my previous addresses are listed below:
Previous Addresses:	Month & Year moved in:	Month & Year moved out:

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