

DBS ELIGIBILITY CRITERIA GUIDE

(Imperial College roles excluding healthcare/NHS setting)

This guidance does not cover roles in a healthcare/Occupational Health or NHS setting, for this please refer to [DBS eligibility criteria guide for working in healthcare/NHS](#).

Please refer to this guidance to determine whether you can obtain a statutory DBS check for members of staff (including casual workers and volunteers) and which level of DBS check and Workforce is appropriate.

Please note that this guidance has been created with Imperial College roles/jobs in mind, it is not a definitive list of all DBS eligibility criteria. If in doubt or for further assistance, please contact the Staff DBS and Safeguarding team (StaffDBS@imperial.ac.uk).

Please view the activities and level of DBS check required by selecting the relevant areas of work in the table below:

<u>Working with children under 18 years of age</u>	<u>Working with elderly, ill or disabled adults</u>	<u>Other areas of work</u>	<u>Work not eligible for a statutory DBS check</u>
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	WORKING WITH CHILDREN UNDER 18 YEARS OF AGE - ACTIVITIES	Level of DBS check and Workforce	Examples of roles/areas where this level may be appropriate – please also refer to activity (List is not exhaustive)
1	<p>Work with children carried out UNSUPERVISED 'REGULARLY' (<i>more than 3 days in any 30 day period or ever overnight (between 2am and 6am) where there may be face to face contact with children</i>) providing:</p> <ul style="list-style-type: none"> a) teaching, training or instruction to children b) care or supervision of children c) advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical well-being d) drive children for a third party (i.e. on an employment basis) <p>Counselling/Psychotherapy work: refer to point 7 of 'Working in Healthcare' section below.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Exceptions to the above this level of DBS cannot be requested if the service is provided and designed for adults so the presence of a child is incidental, i.e. an adult attends a night class and brings their child with them; a lecture is given to university students, some students are under 18 years of age; these activities are being provided to 16 and 17 year olds in work (including voluntary work and apprenticeships). • The same level of DBS check can be requested for the Day-to-Day Manager or Supervisor of somebody engaging in Regulated Activity, i.e. where an Enhanced DBS check with Children's Barred list is required for the subordinate's role • Peer Exemption applies if the peers are students, not staff. A person is exempt from a child-related DBS check if they are: 1. part of a peer group and 2. assisting or under the direction of a person who is engaging in regulated activity. For example a student helping a teacher. If Peer Tutors are paid for their role this changes their role from being categorised as "Assisting" to being categorised "Work". This negates the Peer Exemption. 	<p>Enhanced DBS check with Children's Barred list check</p> <p>Workforce type = Child Workforce</p>	<ol style="list-style-type: none"> 1. Counsellor 2. Mental Health Adviser 3. Wardens/Sub/Asst <p>Some roles/roles within the following areas may meet the criteria for this level of check:</p> <ol style="list-style-type: none"> 4. Under 18 Personal Tutor/1-2-1 teaching or pastoral etc. (also see section 4 below) 5. Student Recruitment & Outreach (also see section 3 and 4 below) 6. Students' Union 7. Contracted out playschemes 8. Global Summer School (also see section 3 and 4 below)

2	<p>Work or contact with children <u>UNSUPERVISED</u> in the following <u>PLACES</u>:</p> <ul style="list-style-type: none"> a) educational institution mainly used for the full-time education to children (e.g. school, under-18 further education) b) children's nursery <p>Note: The same level of DBS check can be requested for the Day-to-Day Manager or Supervisor of somebody engaging in Regulated Activity, i.e. where an Enhanced DBS check with Children's Barred list is required for the subordinate's role.</p>	<p>If done regularly = Enhanced DBS check with Children's Barred list check</p> <p>If not done regularly = Enhanced DBS check, no Barred List check.</p> <p><i>'Regularly' = more than 3 days in any 30 day period or ever overnight (between 2am and 6am)</i> <i>'Not regularly' = less than 3 days in any 30 day period</i></p> <p>Workforce type = Child Workforce</p>	<p>1. EYEC</p> <p>REGULAR AND UNSUPERVISED WORK as:</p> <ul style="list-style-type: none"> 1. Volunteer in EYEC 2. Carrying out teaching or caring activities at a and/or b <p>UNREGULAR AND UNSUPERVISED WORK as:</p> <ul style="list-style-type: none"> 1. Volunteer/contractor in EYEC
3	<p>Monitoring the content of internet-based services aimed wholly or mainly for use by children. This role must include:</p> <ul style="list-style-type: none"> • being able to access and remove content or prevent it from being published and control who uses the service and have contact with the children using the service 	<p>If done regularly = Enhanced DBS check with Children's Barred list check</p> <p>If not done regularly = Enhanced DBS check, no Barred List check.</p> <p><i>'Regularly' = more than 3 days in any 30 day period</i> <i>'Not regularly' = less than 3 days in any 30 day period</i></p> <p>Workforce type = Child Workforce</p>	<ul style="list-style-type: none"> 1. Student Recruitment & Outreach* 2. Global Summer School* <p>*also see section 1 & 4</p>

4	<p>a. Work with children that is carried out <u>NOT 'REGULARLY'</u> (<i>less than 3 days in any 30 day period</i>) where there may be face to face contact with children) OR:</p> <p>b. Work with children that is carried out <u>SUPERVISED 'REGULARLY'</u> (<i>more than 3 days in any 30 day period or ever overnight (between 2am and 6am) where there may be face to face contact with children</i>) providing:</p> <ul style="list-style-type: none"> a) teaching, training or instruction to children b) care or supervision of children c) advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical well-being d) drive children for a third party (i.e. on an employment basis) <p>Notes:</p> <ul style="list-style-type: none"> • Exceptions to the above this level of DBS cannot be requested if the service is provided and designed for adults so the presence of a child is incidental, i.e. an adult attends a night class and brings their child with them; a lecture is given to university students, some students are under 18 years of age; these activities are being provided to 16 and 17 year olds in work (including voluntary work and apprenticeships). • For option 'a.' above, the same level of DS check can be requested for the Day-to-Day Manager or Supervisor of somebody engaging in this activity. This is not necessary for option 'b.' • Peer Exemption applies if the peers are students, not staff. A person is exempt from a child-related DBS check if they are: 1. part of a peer group and 2. assisting or under the direction of a person who is engaging in regulated activity. For example, a student helping a teacher. If Peer Tutors are paid for their role this changes their role from being categorised as "Assisting" to being categorised "Work". This negates the Peer Exemption. 	<p>Enhanced DBS check</p> <p>Workforce type = Child Workforce</p>	<p>Some roles/roles within the following areas may meet the criteria for this level of check:</p> <ol style="list-style-type: none"> 1. Under 18 Personal Tutor/ 1-2-1 teaching or pastoral etc. (<u>also see section 1 above</u>) 2. Student Recruitment & Outreach (<u>also see section 1 and 3 above</u>), 3. Disability Advisers or similar 4. Student Ambassador 5. Programmes/events run by staff/ volunteers for under 18s who are not Imperial College students 6. Global Summer School (<u>also see section 1 and 3 above</u>) 7. Enterprise Lab.
5	<p>Temporary Contractor or Volunteer working in the following PLACES (*supervised roles only)</p> <ul style="list-style-type: none"> a. educational institution mainly used for the full-time education to children (e.g. school, under-18 further education) b. children's nursery c. children's hospital <p>Note: * An Enhanced DBS check <u>with</u> Children's' Barred list check will be required if they will have <u>unsupervised</u> contact with children once a week or more, or 3 days in any 30-day period, or ever overnight (between 2am and 6am)</p>	<p>Enhanced DBS check</p> <p>Workforce type = Child Workforce</p>	<p>Supervised work as</p> <ol style="list-style-type: none"> 1. Volunteer/contractor in EYEC

	WORK WITH ELDERLY, ILL OR DISBALED ADULTS (OVER 18) <i>Note: For DBS purposes Illness is defined as someone in receipt of healthcare*</i> Also see Working in Healthcare guidance at link above	Level of DBS check and Workforce	Examples of roles/areas where this level may be appropriate – please also refer to activity (List is not exhaustive)
7	<p>The following activities only have to be done once to be a Regulated Activity requiring a Barred List check.</p> <ul style="list-style-type: none"> a) Providing healthcare Doctor, nurse, pharmacist, optometrist or other healthcare professional or someone supervised by one while providing healthcare b) Providing personal care washing and dressing, eating, drinking and toileting, oral care and care of skin, hair and nails c) Social work provided by a social care worker to an adult who is a client or potential client. d) Conveying an adult for health, personal care or social care (not taxi) <p>Notes:</p> <ul style="list-style-type: none"> • * “Health care” includes all forms of health care provided for individuals, whether relating to physical or mental health and includes palliative care and procedures that are similar to forms of medical or surgical care but are not provided in connection with a medical condition • The same level of DBS check can be requested for the Manager of somebody engaging in Regulated Activity (see above a - d) with adults 	<p>Enhanced DBS check with Adults’ Barred list check</p> <p>Workforce type = Adult Workforce</p>	<p>Professional Counsellor Professional Psychotherapist</p> <p>These roles require the same level of check for a Child Workforce if also working with under 18’s</p>
8	<p>Moderating a public electronic interactive communication service likely to be used wholly or mainly by elderly, ill or disabled adults who receive a health or social care</p> <ul style="list-style-type: none"> • being able to access, monitor and remove content or prevent it from being published and control who uses the service and have contact with users of the service 	<p>If done regularly = Enhanced DBS check</p> <p>If not done regularly = Standard DBS check</p> <p><i>‘Regularly’ = elderly, ill or disabled adults receiving care once a week or more, more than 3 days in any 30 day period or ever overnight (between 2am and 6am)</i></p>	

9	<p>Work with elderly, ill or disabled adults* (18+ years old) receiving a health or social care service once a week or more, or 3 days in any 30 day period, or ever overnight (between 2am and 6am) providing:</p> <ul style="list-style-type: none"> a. training or teaching b. instruction or assistance c. advice or guidance <p>Note: The same level of DBS check can be requested for the Day-to-Day Manager or Supervisor of somebody engaging in this frequent activity can also request the same level of check.</p>	<p>Enhanced DBS check</p> <p>Workforce type = Adult Workforce</p>	<p>Disability Adviser* Mental Health Adviser* (these roles also require the same level of check for a Child Workforce if also working with under 18's)</p>
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Other areas of work		Level of check and Workforce	
10	<ul style="list-style-type: none"> a. Legal Profession positions: solicitor, registered foreign lawyer, legal executive, Chartered Legal Executives (CILEx) b. Chartered/certified accountants starting out in the profession, in order to obtain approval by the Financial Conduct Authority (FCA). <p>Notes: This level of check is only application for very specific activities (see complete list of when Standard DBS checks are eligible)</p>	<p>Standard DBS check</p> <p>Workforce type = Other Workforce</p>	

Work that is not normally eligible for a statutory DBS check	
11	<p>The following roles will not normally be expected to require statutory DBS clearance</p> <ul style="list-style-type: none"> a. Accommodation staff b. Services/facilities staff c. Student Hub d. HR staff e. Registry staff f. ICT staff

	<ul style="list-style-type: none"> g. Finance staff h. Sports centre staff (incl. those entering changing rooms). For further information, please see the DBS guidance on Leisure centre staff – working with children and Leisure Centre pool and beach lifeguards. i. Group work aimed at University aged students, where a student under 18 is incidental to the event, e.g. a lecture or workshop j. Student peers in volunteer roles (see section 4 above) k. Staff handling cash or alcohol or with similar responsibilities who do not work working specifically with children or vulnerable adults l. Administrators etc. who do not work specifically with children/under 18s or elderly, ill or disabled adults in receipt of healthcare, but their team do, e.g. Disability Advisory Service, Student Recruitment/ Outreach, Global Summer School, Student Support, Enterprise Lab m. College First Aiders n. Staff who handle data for under 18s or elderly, ill or disabled adults in receipt of healthcare but do not work with them in a manner that requires a statutory DBS check o. Interviewing for students on Degree programmes - Given the short, one-off nature of such interviews, it will be permissible for members of interviewing panels not to have been DBS checked, although as a matter of good practice such interviews should not be carried out by one sole interviewer and a Risk Assessment should be completed Risk Assessment Guidance Administration and support services Imperial College London.
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