



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

NON STANDARD REQUEST FOR A DBS CHECK

Please complete the table overleaf, providing as much detail as possible for your reasons for requesting a DBS check. Cardiff Met needs to ensure that the necessary level of check is applied and that 'over-checking' does not occur. Having contact with children or vulnerable adults as part of your role does not necessarily justify the reason for an Enhanced check.

When stating your reason for requesting a DBS check, please take into account the points below.

- **Enhanced Check Child Workforce.** The justification for this level of check is that the person needs to be in contact with children, or going into a specified establishment, which may bring them into contact with children.
Specified establishments are schools, pupil referral units, academies, nursery schools, Further Education (FE) establishments mostly for children, institutions for the detention of children, children's homes, children's centres (in England), children's hospitals (in Northern Ireland) and childcare premises including nurseries.
- **Enhanced Check Child Barred List.** The justification for this level of check is that the person needs to be in contact with children for at least once a week, every week of 4 days in a 30-day period.
- **Enhanced Check Adult Workforce.** The justification for this level of check is that the person will need to be carrying out any form of training, teaching, instruction advice or guidance wholly or mainly because of the adults age, health or disability. To be classed as vulnerable, the person must be receiving health and social care and therefore needs assistance. If a person is disabled and does not receive support then they are not classed as vulnerable e.g. a person in a wheelchair.
- **Enhanced Check Adult Barred List.** The justification for this level of check is that the person will be providing personal care due to the adults age, illness or disability.

Once your request has been considered by Admissions, the correct level of DBS Check will be assigned to you and you will be set up with GBG Group and receive an activation email in order to complete your DBS. If a check is not required, you will be informed by Admissions via email.



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Student ID	
Name	
Email Address	
Course	
Reason for DBS	