

04/2024

**Disclosure and Barring Service (DBS) Check Request**

**for staff working in a Healthcare role or NHS/Occupational Health setting**

**NB: This form should normally be completed by the line manager of the person requiring a DBS check** **or the departmental DBS contact for the role.**

Use this form for existing staff or for new staff whose contracts are being issued by the Staff Hub (i.e. Short term contracts, staff named on grants, casual workers).

Do not complete this form for new appointments being processed through the Recruitment Hub, as they will liaise with you directly.

For staff working in non-Healthcare roles/non NHS setting, please complete a DBS check request form for non-healthcare roles.

**PLEASE COMPLETE ALL FIELDS,** once completed please send this form to [StaffDBS@imperial.ac.uk](mailto:StaffDBS@imperial.ac.uk)

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| **Section A – Details of person needing DBS check:** | | | |
| Surname/Family name of person DBS check required for: | |  | |
| First name/s | |  | |
| Title | |  | |
| University ID (CID) | |  | |
| University email address | |  | |
| Start date of new role (if applicable) | |  | |
| Job title | |  | |
| Department | |  | |
| State activity carried out that requires DBS check *(e.g. clinical duties, phlebotomy duties, undertakes physical examinations, observations, qualitative interviews etc.)* | |  | |
| Name of person completing this form | |  | |
| Department contact for DBS query on this role | |  | |
| **Section B – DBS check information**  **IMPORTANT: To ensure you request the correct level of check, please refer to the Imperial College’s** [**Eligibility for DBS checks guidance**](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/dbs/Eligibility-for-DBS-levels-guidance---FoM.pdf) **when completing this form.** | | | |
| 1. **What Workforce is required for the DBS check?** *(please tick relevant box below)* | | | |
| Adult | Child | | Adults and Children |
| 1. **What level of DBS check is required?**   **Option 1 - Work requiring Enhanced DBS check for Regulated Activity, i.e. Barred list check/s**  **A BOX IN OPTION 1 MUST BE SELECTED IF THERE IS ANY CLINICAL/ MEDICAL PROCEDURE, PATIENT EXAMINATION/ SAMPLES TAKEN OR ANY OTHER REGULATED ACTIVITY** | | | |
| **Healthcare to children or adults**, either as a healthcare professional **or** under the direction or supervision of a health care professional, **including procedures similar to forms of medical or surgical care but are not provided in connection with a medical condition**. *Example roles eligible: Clinician, Counsellor, Psychologist, Psychiatrist, Phlebotomist, Radiographer, Research Midwives/Nurses, CRFs (if they carry out Regulated Activity as mentioned in this section)*  Providing Personal Care defined as ‘*assistance with washing, bathing, going to the toilet’* or social care worker providing social care required in connection with health care or social services  Within an NHS setting, **regularly** (*once a week or four times in a 30 day period) or overnight (2am to 6am)* does the following activities **unsupervised**, with likely direct bearing on the quality of care for children or adults: teaching or training, instruction, provide advice/guidance on well-being. Applicable to children only: care for, supervise or drive a vehicle to transport children  **THIS BOX IS ONLY AN OPTION FOR CHILD WORKFORCE** Within an NHS **CHILDREN’S HOSPITAL** (DO **NOT** TICK IF WORKING IN A CHILDREN’S WARD OF A GENERAL HOSPITAL) setting **regularly and unsupervised** (*once a week or four times in a 30 day period) or overnight (2am to 6am)* has the opportunity for any form of contact with children in the same Children’s Hospital but is not providing healthcare or other types of regulated activity and has no direct bearing on the quality of care. | | | |
| **Option 2 - Work requiring an Enhanced DBS check**  **BEFORE SELECTING A BOX IN OPTION 2, PLEASE SEE THE YELLOW HIGHLIGHTED TEXT AT OPTION 1 ABOVE, AS OPTION 2 MUST NOT BE SELECTED IF A REGULATED ACTIVITY IS CARRIED OUT** | | | |
| Within an NHS setting, **not regularly** *(less than once a week or four times in a 30 day period or overnight - 2am to 6am)* does the following activities **unsupervised**, with likely direct bearing on the quality of care for children or **elderly, ill or disabled** adults: teaching or training, instruction, provide advice/guidance on well-being. For children only: care for, supervise or drive a vehicle (to transport children)  Work with children (in a manner that is not Regulated Activity – see option 1 above) carried out **supervised** ‘regularly’(once a week or four times in a 30 day period or overnight - 2am to 6am) **or:**  Within an NHS setting, **not regularly** *(less than once a week or four times in a 30 day period or overnight - 2am to 6am)* does the followingactivities **unsupervised**, with likely direct bearing on the quality of care for children or adults: teaching or training, instruction, provide advice/guidance on well-being. For children only: care for, supervise or drive a vehicle (to transport children)  **THIS BOX IS ONLY AN OPTION FOR CHILD WORKFORCE** Within an NHS **CHILDREN’S HOSPITAL** (DO **NOT** TICK IF WORKING IN A CHILDREN’S WARD OF A GENERAL HOSPITAL) setting **regularly and supervised** (*once a week or four times in a 30 day period) or overnight (2am to 6am)* or **not regularly and unsupervised** *(less than once a week or four times in a 30 day period or overnight - 2am to 6am)* has the opportunity for any form of contact with children in the same Children’s Hospital but is not providing healthcare or other types of regulated activity and has no direct bearing on the quality of care. | | | |
| **Option 3 - Work requiring a Standard DBS check**  **BEFORE SELECTING A BOX IN OPTION 3, PLEASE SEE THE YELLOW HIGHLIGHTED TEXT AT OPTION 1 ABOVE, AS OPTION 3 MUST NOT BE SELECTED IF A REGULATED ACTIVITY IS CARRIED OUT** | | | |
| Work in an NHS/Occupational Health setting, where there is **direct contact with patients**, but is NOT providing healthcare or other types of regulated activity and has no bearing on the quality of care, e.g. **observation, qualitative interview, focus groups**. | | | |
| **NO ELIGIBILITY FOR A DBS CHECK**  If activities involve **patient data only** of any type, e.g. identifiable, anonymised, sensitive, but there is no direct contact with patients, then there is **NO eligibility for a DBS check** and one **must not be requested** on this basis. | | | |