

Enhanced DBS for students: 2022 process

2021 process

All students on Level 2 and Level 3 Health and Social Care and Early Years courses require a DBS for their work placement. Smaller volumes of Level 1 students in these curriculum areas also require a DBS. In addition, there are some students in other curriculum areas, such as Sport and Science who secure work placements in settings that require them to provide a DBS. Whilst there is no overall record of the number of students who require a DBS at NCC annually, it is estimated that it comes to c. 700 Health, Social Care and Early Years students and 50 other students. These figures exclude progressing students as once a DBS has been acquired for a student, it does not need to be re-applied for the following year.

The administration of the student DBS process is currently managed by the Curriculum Administrators using a software called uCheck. An overview of the 'as is' process is provided in Appendix A.

Problem statement (2021 process)

Feedback from the Curriculum Administrators suggests that the following areas cause the most significant points of pain in the administration of the DBS process for students:

- Students do not bring or have the right evidence to bring to verify their ID
- Students turn up at unscheduled times to complete their DBS process
- Students turn up very late in the year to complete their DBS process (incl. in June)
- All student queries on the DBS process come to the Curriculum Administration team even though they only manage the administrative side of the process.

It is not possible to quantify the scale of the above issues as the record of student DBSs only exists on uCheck and these records are only available for six months post-completion.

Root causes

There is a lack of ownership of the DBS process at NCC as it sits across a number of teams, including Curriculum teams, Work-Based Learning team and Curriculum Administration teams. As a result, student non-compliance with DBS progress is not effectively followed-up. The lack of NCC level recording of student DBS completions further increases this issue.

Evidence requirements to confirm student ID are challenging to confirm for students who may not have British nationality or have recently moved to the UK.

Enhanced process for autumn 2022

1. Ultimate ownership for the student DBS process is confirmed to sit with the GCDs. This is incorporated into the SLA between the Work-Based Learning team and the Curriculum team. The Health, Social Care and Early Years GCD ensures that the disciplinary policy is used to manage any students who have not secured a DBS by October half-term.
2. Communication to students is improved so that the requirement to secure a DBS at the start of term and the documentation needed to secure it are clarified prior to enrolment.
3. Evidence review is improved through the following steps:
 - a. Students are asked to bring the evidence required for a DBS with them at enrolment and to take a picture of the evidence, to be stored on college email so that it is easily accessible when needed.
 - b. Curriculum teams review the original evidence showed by the students at enrolment. **IF all evidence is satisfactory**, curriculum teams confirm this on ProSolution Client, under student details as follows:

The screenshot shows the 'Student DBS Check Details (-1)' form in the ProSolution Client. The form includes the following fields:

- Enhanced Disclosure No: [Text Box]
- Form No: [Text Box]
- Date Sent: [Date Picker]
- Date Returned: [Date Picker]
- Date Sent To DBS: [Date Picker]
- Date Issued: [Date Picker]
- Date Certificate Received: [Date Picker]
- Outcome: [Dropdown Menu]
- Verified By: [Dropdown Menu]
- Amount Paid: [Text Box]
- DBS Invoice No: [Text Box]
- Invoice Date: [Date Picker]
- Specific Instructions: [Text Area]

Two blue callout boxes with arrows provide instructions:

- Box 1: '1. Add name of teacher who has seen evidence' points to the 'Verified By' dropdown menu.
- Box 2: '2. List all evidence seen (e.g. passport)' points to the 'Specific Instructions' text area.

A red arrow points from the 'Add' button in the 'DBS Check' section to the 'Specific Instructions' text area.

- c. **IF evidence is not sufficient**, student is asked to bring additional evidence with them to college on the agreed date for collecting DBS evidence.
4. Process for issuing DBS emails via uCheck to students and arranging sessions in tutor groups to review evidence and finalise DBS completion remain as previously. The changes to DBS process ownership and early collection of evidence are anticipated to reduce the workload and disruption of the DBS process for administrative staff.

Appendix A. 'As is' DBS process for students

