

## Eligibility Checklist for DBS Clearance

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| <b>Student's Name:</b>                                   |  |
| <b>USN or CRSID:</b>                                     |  |
| <b>Student's Programme of study:<br/>(PhD/MPhil/etc)</b> |  |
| <b>Student's Department:</b>                             |  |

Before completing this form, please ensure you have read the information about eligibility for DBS checks on the the DBS webpage; <https://www.gov.uk/government/collections/dbs-eligibility-guidance> and <https://www.gov.uk/find-out-dbs-check>

### Eligibility Criteria

- Please review the table below and indicate which type of activity the applicant will be completing:

| <b>Activity</b>   | <b>If 'Yes', indicate <u>Adult</u> or <u>Child</u> or <u>both</u>. If 'No' leave blank.</b> | <b>Disclosure and Barring Service Check necessary?</b>   | <b>SR USE ONLY</b> |
|---|---|--|--------------------|
| Researcher is a health care professional providing health care to an adult and/or child                                   | Now Answer 2 & 3  | Yes, if done once this is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check |                    |
| Researcher provides health care to an adult and/or child under the direction or supervision of a health care professional | Now Answer 2 & 3  | Yes, if done once this is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check |                    |
| Researcher provides personal care to an adult or child  | Now Answer 2 & 3  | Yes, if done once this is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check |                    |

|   |                             |   |  |
|---|-----------------------------|---|--|
| <p>Researcher is a social care worker providing social work which is required in connection with any health care or social services to an adults who is a client or potential client</p>  | <p>Now Answer 2 &amp; 3</p> | <p>Yes, if done once this is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check</p> |  |
| <p>Researcher undertakes the following activities unsupervised: teach, train, instruct, care for or supervise children or vulnerable adults, or provide advice/guidance on well-being, or drive a vehicle only for children or vulnerable adults; with likely direct bearing on the quality of care</p>   | <p>Now Answer 2 &amp; 3</p> | <p>Yes, if done regularly this is Regulated Activity. Requires enhanced DBS + barred list check</p>                         |  |
| <p>Day-to-day management or supervision of any person engaging in any of the regulated activities listed above.</p>   | <p>Now Answer 2 &amp; 3</p> | <p>Yes, if done regularly this is Regulated Activity. Requires enhanced DBS + barred list check</p>                         |  |
| <p>Researcher has opportunity for any form of contact with children or vulnerable adults, but is not providing healthcare or other types of regulated activity and has no direct bearing on the quality of care</p>   | <p>Now answer 2 only</p>    | <p>Yes, if done regularly enhanced DBS (pre-Sept 2012 definition). No barred list check</p>                                 |  |
| <p>Researcher has access to persons in receipt of healthcare services in the course of their normal duties but is not providing health care or other types of regulated activity and has no direct bearing on the quality of care ('Access' relates to where individuals will have physical, direct contact with patients e.g. observation, qualitative interviews, focus groups)</p> | <p>Now answer 2 only</p>    | <p>Yes, standard</p>  |  |
| <p>Researcher has indirect contact with patients or service users but is not providing healthcare or other types of regulated activity and has no direct bearing on the quality of care (e.g some types of telephone interview)</p>   | <p>Now answer 2 only</p>    | <p>No</p>   |  |
| <p>Researcher requires access to <b>identifiable</b> patient data derived from health records, tissues or organs with a likely direct bearing on the quality of care</p>  | <p>Now answer 2 only</p>    | <p>No</p>   |  |
| <p>Researcher requires access to <b>identifiable</b> patient data derived from health records, tissues or organs with no direct bearing on the quality of care</p>  | <p>Now answer 2 only</p>    | <p>No</p>   |  |
| <p>Researcher requires access to <b>anonymised</b> patient data derived from health records, tissues or organs only (including by research staff analysing data)</p>  | <p>Now answer 2 only</p>    | <p>No</p>   |  |

|  |                   |    |  |
|--|-------------------|----|--|
| Researcher is working on NHS premises (e.g. laboratory) only (no access to identifiable data)        | Now answer 2 only | No |  |
| Researcher requires direct contact with staff only but no access to patients (e.g. staff interviews) | Now answer 2 only | No |  |
| Researcher requires access to <b>identifiable</b> staff data only                                    | Now answer 2 only | No |  |
| Researcher requires access to <b>anonymised</b> staff data only                                      | Now answer 2 only | No |  |

2. Taking into account the eligibility criterion you have indicated above, please describe the exact nature of the applicant's work/research.

|   |  |
|---|--|
| What will they be doing? e.g. providing healthcare, teaching, training, instructing, supervising, providing advice/guidance   |  |
| If applicable, are they patients, or healthy volunteers (if volunteers, are they receiving healthcare?), if adults, are they vulnerable adults and in what capacity)? |  |
| How often? e.g. 4 or more times in 30 day period OR overnight   |  |
| Will they be supervised whilst undertaking the activity? If yes, How often?   |  |

3. **Only** if the applicant is providing health care, please provide the following details

|  |  |
|--|--|
| What type of healthcare will they provide  |  |
| Is the applicant acting under their direction/supervision of a regulated healthcare professional or are they a healthcare professional themselves? |  |
| Is the work for research purposes only?  |  |

|   |  |
|---|--|
| Will the activity have a direct impact on patient care?                                     |  |
| Will the applicant have direct and intended (i.e. non incidental) contact with the patient? |  |

**Form Completed by** \_\_\_\_\_

**Position in Department** \_\_\_\_\_

**Date** \_\_\_\_\_