Roles requiring a Disclosure and Barring Service (DBS) check

The University is only permitted and required to carry out a DBS check for roles engaged in regulated activity or otherwise identified in relevant legislation, as prescribed in the DBS guidance on types of criminal records check. Human Resources has worked with schools and departments to identify the list below of the types of roles across the University that require a DBS check, cross-checked with the DBS guidance above. Such posts are formally flagged as requiring a DBS check as part of the recruitment process.

Please note: where a role has some limited, short-term or supervised contact with children or adults in a vulnerable situation (for instance for work experience placements, summer schools, undertaking normal teaching duties or carrying out standard out-reach activities) this is unlikely to meet the definition of regulated activity and so would not be subject to a DBS check.

If a role is not covered by the list below, or you require further clarification on whether a role falls within the requirement for a DBS check, then please contact your HR Manager to discuss further.

Department/ type of role	Protection of Freedoms Act 2012 - regulated activity *Enhanced + barred list check*	Safeguarding Vulnerable Groups Act 2006 - regulated activity *Enhanced check*	Listed in Rehabilitation of Offenders Act (Exceptions Order) 1975 and the Police Act 1997 *Enhanced check*	Listed in Rehabilitation of Offenders Act (Exceptions Order) 1975 *Standard check*
Academic roles				
Those who are formally designated as Personal Tutors for students aged under-18.	Yes (Children)			
Otherwise, only roles that involve regulated activity, assessed on a case-by-case basis.	Yes			

Posts within Academic Institutes, for which access to animals through the BRF is a requirement of the role		Yes		
Clinical academic, nursing and research roles				
Any regulated activity in the role relating to clinical work carried out as part of an honorary contract with an NHS organisation, in which case the NHS employer will carry out the DBS check. Otherwise, only roles that involve regulated activity undertaken as part of their SGUL duties, assessed on a case-by-case basis (and direct line manager/ supervisor), or where the DBS check is required in order to obtain an NHS Research Passport.	Yes (Children & Adults)			
Clinical Research Fellow Roles where GMC registration is an essential criteria				
Research Nurse Roles where NMC registration is an essential criteria	Yes (Children & Adults)			

Research Physiotherapist Roles where professional healthcare registration of another type is an essential criteria	Yes (Children & Adults)			
Clinical Studies Coordinator Roles involving phlebotomy	Yes (Children & Adults)			
Widening Participation				
Widening Participation Roles where there is regular contact with children Student recruitment/widening participation/Summer School staff: who are regularly visiting schools/colleges and are involved with children's activities.		Yes		
Direct line managers/ supervisors of the above roles		Yes		
BRF				
BRF staff: Posts employed within the		Yes		

Biological Research Facility (BRF) at St. George's, under the supervision of the BRF Superintendent Examples: **BRF Superintendent** **BRF Technician**				
Sports Centre				
Health and Fitness Advisers (including casual and freelance staff)	Yes (Children)			
Sports Coaches (including casual and freelance staff)	Yes (Children)			
Direct line managers/ supervisors of the above roles	Yes (Children)			
Student Support				
Disability Advisor	Yes (Children & Adults)			
Field workers				
Roles that involve regulated activity (and direct line manager/ supervisor), assessed on a case-by-case basis, or where the DBS check is required in order to obtain an NHS Research Passport.	Yes			
Roles that meet the 'old' (2006) definition of regulated activity		Yes		

Halls of Residence roles				
Only the following roles in Halls that house students aged under-18:				
Halls Resident Advisors	Yes (Children)			
Other roles (eg. administrative) that involve regulated activity, assessed on a case-by-case basis	Yes			
Direct line managers/ supervisors of the above roles	Yes			
Personal Tutors				
Only those who are formally designated as Personal Tutors for students aged under-18.	Yes (Children)			
Research roles				
Only roles that involve regulated activity (and direct line manager/ supervisor), assessed on a case-by-case basis, or where the DBS check is required in order to obtain an NHS Research Passport.	Yes			
Roles that meet the 'old' (2006) definition of regulated activity		Yes		
Media Services				
Medical Photographers		Yes		

Staff and Student Counsellor roles

Staff counsellors (including casual, freelance and volunteer staff)	Yes (Children & Adults)			
Student counsellors (including casual, freelance and volunteer staff)	Yes (Children & Adults)			
Administrators with client contact		Yes		
Direct line managers/ supervisors of the above roles	Yes			

Student Health Service roles

Clinical roles (including locum staff)	Yes (Children & Adults)			
Direct line managers/ supervisors of the above roles	Yes			

Trial Coordinators

Only roles that involve regulated activity, assessed on a case-by-case basis (and direct line manager/ supervisor), or where the DBS check is required in order to obtain an NHS Research Passport.	Yes			
Roles that meet the 'old' (2006) definition of regulated activity		Yes		

Laboratory

Posts that involve matters of national security. These include posts which			Yes	

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during the course of the work have access to: a) Hazard Group 3 Biological Agents (refer to SGUL Health and Safety Policy and Procedure: SAF 02/02: Working with Biological Agents in Hazard Groups 1 to 3, and SGUL Health and Safety Policy and Procedure SAF 23/2005: Security of Pathogens, Toxins and Genetically Modified Materials), or b) Radioactive High Activity Sealed Sources (HASS) (refer to The Environmental Agency's Interim Guidance to Users of Sealed Sources on the High-Activity Sealed Radioactive Sources and Orphan Sources Regulations 2005; and Security Requirements for Radioactive Sources from the National Security Advice Centre; both providing advice on the Radioactive Substances Act 1993 (RSA93))				
Senior Management and Professional services				
Senior posts which are positions of trust. As defined by the CRB and applied to posts at St. George's, these include posts concerned with financial services (i.e. some Registry or Finance posts). St. George's also interprets this as any post				Yes

where there is a valid need to see a person's criminal history in order to assess their suitability for a position. Such positions of trust include senior administrative or management posts and/or some posts in the Professional and Senior Administration staff grouping			
Management Accountant Roles where professional membership of Institute of Chartered Accountants is an essential criteria. Criminal offences may result in being barred from the profession			Yes
Solicitor Roles where qualification as a solicitor is an essential criteria. Criminal offences may result in being barred from the profession			Yes
Posts that require an individual to be registered by the Immigration Services Commissioner in order to provide immigration advice or services	Yes		

As stated in DBS eligibility Guidance - DBS Other Workforce Examples: **HR Manager** **International Student Advisor**				
All other posts within St. George's, University of London and joint appointments with other institutions. For the purposes of ensuring a safe and secure workplace for all staff and minimising risk for St. George's.				Yes

This is not an exhaustive list of posts that require DBS checks, a risk assessment should be undertaken when deciding whether or not a post requires a check. Please contact you HR Manager for further advice

If the post you are recruiting to is not listed here, please see link to the DBS Eligibility Flow Diagrams (DBS Checks and when to use them) for guidance on assessing a post for a DBS check.