**DBS Process from 2018 onwards.**

**Notes of Meeting between Admissions Manager and Head of SC&C (18 September 2018)**

Actions:

* SdeG to get access to the DBS enquires inbox – requested
* SdeG to find out which courses were given self-disclosure forms this year – in progress
* SdeG to see how many OL students have: - in progress
	+ Yet to start their DBS
	+ Yet to submit their DBS
	+ Yet to pass/complete their DBS
* SdeG to complete DBS panel list – completed.
* SdeG to send Disclosure form to RE – completed.

2019 Main Cycle Process:

* Contact Course Administrators for the first date of clinical placement (the date students must have been DBS cleared – include a list of first day of placement dates for all courses on the crib sheet)
* Applicants sent self-disclosure form, guidance, and policy with invitation to interview
* Blank copies available at interview as backup
* Collect completed forms and supporting documents at interview
* Provide students with crib sheet with information about how to start a GBG check, and encouraging those who think something might be flagged to start the process early
* Pass all self-disclosure forms with convictions or other declarations to RE by hand
* File those with no convictions or other declarations
* Highlight those handed to RE to track responses. Withhold offer if possible until decision has been made
* Check GBG regularly – advise RE if criminal record identified
* Check students eligible to be offered a place (all programmes) against the Excluded Students Database
* File those with no convictions or other declarations
* At enrolment, ask all students with outstanding check to complete the FtP declaration – name change to “Assessment of Suitability for a Clinical Programme of Study”
* SC&C to run DBS Panels as soon as applicants are referred by Admissions.  SC&C to copy Admissions Team into DBS Outcome Letters.

2019 Clearing Process:

* All applicants to fill our self-disclosure form at interview
* Interview applicants to be given guidance, policy, and crib sheet from above to take away with them after interview - include a list of first day of placement dates for all courses on the crib sheet
* Pass all self-disclosure forms with convictions or other declarations to RE by hand
* Check students eligible to be offered a place (all programmes) against the Excluded Students Database
* File those with no convictions or other declarations
* Clearing offer can be sent – after Student Recruitment have edited wording to say formal/SITS offer will only come after DBS panel decision
* Highlight those handed to RE to track responses.
* Check GBG regularly - advise RE if criminal record identified
* At enrolment, ask all students with outstanding check to complete the FtP declaration – name change to “Assessment of Suitability for a Clinical Programme of Study”
* SC&C to run DBS Panels as soon as applicants are referred by Admissions.  SC&C to copy Admissions Team into DBS Outcome Letters (time pressured)

Next to do:

* SdeG and RB to distribute processes to team – will be done next week at Admissions Review meeting, typed up and distributed after
* SdeG to create crib sheet ahead of interview – will be done before the first 2019 interviews. RE to review.
* SdeG to speak to student recruitment about wording of clearing offer – will be done at Clearing Review meeting in October.