How to obtain a DBS check

Advertise the role

Check the role is undertaking regulated activity

www.ucheck.co.uk/whatdoesregulatedactivitymean

If the role falls within a regulated activity then the advertised role must make this clear.

Make sure you select the relevant wording in ROME: "Any offer of employment will be subject to a Disclosure and Barring Service (DBS) check."

Proceed with normal recruitment activity to source preferred candidate for role.

An applicant's clearance must be in place before they start work or, for existing employees, any project or new role involving regulated activity.

DBS process starts

Confirm verbal offer to candidate.

Send offer email and include DBS wording (you must include the specific UCL link and the wording is provided on page two of this document).

Complete the DBS checklist and check and verify the **original documents with the candidate present.**

Complete any other Right to Work checks at this point (if not already completed at interview stage) –as HR will not be able to produce a contract without the required documentation.

bit.ly/2hGYvqJ

Scan and email the verified documents to hr-services@ucl.ac.uk Please make sure you clearly label the email subject:

DBS CHECK: CANDIDATE NAME

DBS application

Candidate accesses link in email and completes DBS application and submits.

System automatically notifies HR Services once submitted.

Candidate visits UCL (department or HR) with the required documents.

HR services receive notification that the check has been submitted, reviews and enters the information from verified documents and confirms level of DBS check required.

Saves the verified documents to New Starter folder.

HR Services submits the completed check to uCheck.

Please note missing documents, poor copies or incorrect documents will cause a delay in the check being completed and could delay the individuals start date at UCL.

uCheck review

Automated notification routes to uCheck who verify and counter-sign (electronically).

uCheck add a note if any clarification required. HR Services review notes and either liaise with candidate or department for clarification.

uCheck submit verified check to DBS (via secure gateway)

Check completed and certificate issued to applicants home address. HR Services notified result of check and will inform department if clear to identify if any further actions required (e.g. start date to be confirmed, contract to be issued).

If the result identifies "not clear" –e.g. a conviction –HR Services will liaise with the Line Manager/local HR team, who will in turn liaise with the department and applicant.

KEY	Department	Candidate	HR Services	uCheck / DBS

Please enter this wording into the offer template:

As you are aware this role requires a DBS check. UCL uses an online platform managed by uCheck to complete DBS applications. Please visit the link below to complete your DBS application:

hr-platform.co.uk/individual/application-login/?yRKR9O9bo8EVvDoudPUYAc8MYYEQmgFagAgHrzFKcds%3D

As part of your application you will also need to provide identity documents, as per the DBS guidance:

gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-countersignatory-applications

Please bring your **original documents** to your departmental administrator for verification.

Once your DBS application has been submitted and documents provided, it will be approved by a member of UCL HR Services and submitted by uCheck.

Checks via this service are typically completed within one week from submission.

Once completed you will receive a DBS certificate to your home address (as confirmed by you on your DBS application). UCL HR Services will receive confirmation that the check has been completed and whether it is “clear” or “requires review”. If the latter you will be asked to bring your certificate into UCL for a further discussion.