

Dear Student,

Reference: Enhanced DBS

As part of your studies at Runshaw College, you will be required to complete a work placement within an organisation that relates to your course. Due to the nature of the placement and the setting, it is a legal requirement that you **complete a DBS (Disclosure and Barring Service) check** which is a criminal records background check to assess whether you are suitable to work with vulnerable people, such as children and vulnerable adults. **We will guide you through the online application process at enrolment.**

To apply for your **DBS**, you are required to upload identification to an external organisation who administers the process – we will support you through this at enrolment. Information about what a DBS check is and the ID required to process your application can be found here - <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

You need to **bring** your original ID documents to **enrolment** (not photocopies) for our DBS team to check; you will upload these as part of your application at a later stage.

When completing your application, you will be required to provide full address history, for the last 5 years, with evidence that you live at your current address e.g. a bank statement. If you have not lived at your current address for more than 5 years, please have your previous address details with you, to include: date/s moved in and moved out and postcode/s (please note: evidence for your previous address/es is not required).

You will be required to bring **three** pieces of ID to enrolment. One piece of evidence must show your current name and address. ID could include, but is not limited to the following:

- **Birth Certificate** – this must be an original or a certified copy, if you do not have your birth certificate then please browse the following website that will direct you on the process of getting a replacement. This may incur a small fee.
<https://www.gov.uk/order-copy-birth-death-marriage-certificate>
- If your current name is different to the name shown on your birth certificate, you will need to bring evidence of your legal name change.
- **Passport** – This must be valid and in date.
- **Provisional Driving Licence**
- **Bank Statement** – this must be a paper copy showing your name, the date and your address. Online copies are not accepted.
- **Letter from Headteacher**

At enrolment our DBS team will check if your ID meets the requirements. If you **don't possess the required ID** we strongly advise you to obtain the ID required as soon as possible. If you **don't have ID** or your **ID is pending**, you **must** still see the DBS team at enrolment.

To start your DBS application: You MUST bring your identification and active personal e-mail address to enrolment, ensuring you are seen by the DBS team.

Kind regards,

DBS Team – Runshaw College