

Disclosure & Barring Service (DBS)

If you are applying for a course that involves working with children or vulnerable adults, such as physiotherapy or social work, there is a **mandatory requirement** for a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate.

A DBS check covers whether you have any spent and unspent convictions, cautions, reprimands and final warnings, or whether local police hold any information about you that can reasonably be considered relevant to the group or groups you will be working with.

[BA \(Hons\) Social and Community Work](#)

[BA \(Hons\) Social Work](#)

[BSc \(Hons\) Nursing \(Adult\)](#) – No fee applicable

[BSc \(Hons\) Physiotherapy](#)

[BSc \(Hons\) Podiatry](#)

[MA Early Childhood Leadership and Practice](#)

[MA Social Work](#)

[MA Youth and Community Work](#)

[PGCE](#) (all subjects and age ranges)

[Professional Doctorate Counselling Psychology](#) - No fee applicable

[Professional Doctorate in Educational and Child Psychology](#) - No fee applicable

DBS requirement for other courses

It is highly likely that a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate is required for the below courses, if you intend on completing a Placement or Research Module (at Level 5 and 6) which involves working with children or vulnerable adults. You are advised to discuss this with the Programme Leader once you are enrolled, however if you have any concerns please contact the programme leader prior to enrolment.

[BSc \(Hons\) Business Psychology](#) - No fee applicable

[BSc \(Hons\) Child Psychology](#) - No fee applicable

[BSc \(Hons\) Clinical and Community Psychology](#) - No fee applicable

[BSc \(Hons\) Counselling](#) - No fee applicable

[BSc \(Hons\) Forensic Psychology](#) - No fee applicable

[BSc \(Hons\) Psychology](#) - No fee applicable

[BSc \(Hons\) Psychology \(Distance Learning\)](#) - No fee applicable

[BSc \(Hons\) Psychology \(with Foundation year\)](#) - No fee applicable

[BSc \(Hons\) Sports Therapy](#)

[BSc \(Hons\) Sports Therapy \(with Foundation Year\)](#)

[BA \(Hons\) Early Childhood and Special Education](#)

[BA \(Hons\) Early Childhood and Special Education \(Online Learning\)](#)

[BA \(Hons\) Early Childhood Education and QTS](#)

[BA \(Hons\) Early Childhood Studies](#)
[BA \(Hons\) Early Childhood Studies \(Online Learning\)](#)
[BA \(Hons\) Early Childhood Studies \(with Foundation Year\)](#)

Guide to completing an online DBS application form

The University of East London uses an online DBS provider – GBG OnlineDisclosures. You will need follow the instructions in the activation email sent to your email account.

Guidance for completing the online form is provided on the GBG website - <https://gbg.onlinedisclosures.co.uk/Authentication/Login?ReturnUrl=%2fApplications%2fCurrentApplications.aspx>

Please ensure you familiarise yourself with the guidance before completing the online form.

Following registration with GBG OnlineDisclosures, you will be asked to complete the online form and select three identity documents to support your DBS application. As part of the application you will need to verify your identity by showing original documents at a local Post Office that offers ID checking facilities. You can find a list of these by at <http://www.postoffice.co.uk/branch-finder>. Simply select 'CRB and ID Verification Service' and your town/postcode.

DBS applications cost £56, which includes the cost of issuing the form and the postal verification service, if applicable for your course.

Following successful verification of your online form by the University you will be sent an email by GBG OnlineDisclosures for payment (if applicable for your course). Once you have paid for your DBS check, the form will be countersigned and sent to the DBS.

We advise that you enter your UEL Student Number under 'Personal Reference Number' as part of the application and choose to receive email alerts from GBG OnlineDisclosures to confirm each stage of your DBS application once it has been submitted to the DBS.

The DBS certificate

The DBS certificate will be posted to the applicant only. The University of East London does not receive a copy of your DBS certificate and will only receive the disclosure number and date of issue from GBG OnlineDisclosures of 'cleared' DBS certificates. If you do not receive your DBS certificate within 14 days from dispatch by the DBS you will need to contact DBS in case it has been lost. You have a 90-day window to order a reprint from the DBS if this happens.

If the DBS certificate is not clear, i.e. it contains information about any previous criminal convictions, cautions, reprimands and warnings, we will contact you as we will need to see the original DBS certificate.

Guidance

The policy and procedures relating the DBS process and the disclosure of criminal convictions is available [here](#)