

**THE PROTECTION OF CHILDREN, YOUNG PERSONS
AND VULNERABLE PERSONS**

Dear Applicant

Thank you for choosing to study at Cardiff Metropolitan University.

You will appreciate that, all public services charged with responsibility for the welfare of children, young or vulnerable people, needs to be particularly careful about the character and background of its personnel whose work will bring them into contact with children and young or vulnerable people.

As part of the admissions process for your course **you must** complete a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). Cardiff Metropolitan University complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure information. For further information please refer to the Policies section of www.cardiffmet.ac.uk/dbs.

Please note, if you are a part-time applicant being sponsored by the place of work in which you will carry out your placement (excluding PgDip Practitioner Forensic Psychology), you will not need to complete the Enhanced Disclosure from the DBS.

The DBS Enhanced disclosure will reveal any criminal convictions, bind-over orders, cautions or warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The University reserves the right to take into account all information contained in the Enhanced DBS results in determining the suitability of an applicant. You should note that satisfactory completion of the DBS check is a condition of entry to your course. If a relevant conviction is indicated on the DBS Enhanced disclosure, you will be asked to provide in a sealed envelope a letter detailing/explaining the content and circumstances of the conviction/caution, in order to assist with the processing of your application.

Information on criminal record checks can be obtained from the DBS website at www.gov.uk/dbs. In order that this check is as recent as possible, please initiate the check from April of the year of entry (for September start dates) and/or, once you have decided that Cardiff Metropolitan University is your Firm choice. We also recommend applicants register with the Update Service via the DBS website so the disclosure remains up to date for the duration of studies and covers placements, where applicable.

This procedure is necessary in order to safeguard the protection of children and young or vulnerable people and it is a condition that needs to be fulfilled. **Please note this process will need to be undertaken prior to you commencing the course. It is essential for your placement and failure to comply with this may jeopardise your place on the programme.**

If you have already undertaken an Enhanced DBS check and registered for the **Update Service** you can send the original DBS certificate to us along with this completed form. Provided you have given your consent which is included on this form, we will be able to check that your certificate is satisfactory. Please refer to our DBS policy on our website at www.cardiffmet.ac.uk/dbs for further information.

Once completed, this document should be returned to **Admissions, Cardiff Metropolitan University, Western Avenue, Cardiff CF5 2YB.**

Please turn over if you need to complete the Update Consent Form.

Yours sincerely



Lisa Bowen
Head of Admissions
Marketing & External Relations
02920 416014

UPDATE CONSENT FORM

Please complete in BLOCK CAPITALS and sign

Mr/Mrs/Ms/Miss/Dr(Full Name)

Student/UCAS Number

.....

Previous or other names

.....

Date of Birth

I (signature) declare that the information on this form is true and accurate and provide my consent for Cardiff Metropolitan University to check the DBS Update Service to ensure that my Certificate is acceptable for entry. I also consent to the University considering all the information contained on the DBS Enhanced Disclosure when determining entry and or continuation on a course of study. I also agree to undertake a Disclosure check by the Disclosure & Barring Service if deemed necessary by Cardiff Metropolitan University.

Date: