**Disclosure and Barring Service (DBS)**

**Step 1**
- Applicant to attend a DBS identity verification session with the School of Health Sciences.

**Step 2**
- Applicant to confirm online their 5 year address history, all names known by and national insurance number.

**Step 3**
- DBS sends a certificate to the applicant. School asks the applicant to present the original certificate.

**Step 4**
- Where no information is recorded, student is confirmed as cleared.
- Where information is recorded, student referred to a DBS investigatory meeting. Click here to see the Fitness to Practise Process.

All pre-registration programmes are exempt from the Rehabilitation of Offenders Act 1974, under the provisions of the Exemptions Order 1975. This means that you will be obliged to declare all previous criminal convictions, cautions and reprimands as a condition of admission on to the programme.

Having a previous criminal conviction or caution will not necessarily prohibit you from studying to be a Nurse, Midwife, Optometrist, Radiographer, Radiotherapist or Speech and Language Therapist. It is however important for City University London to establish a balanced and objective view about a candidate’s suitability to train. In order to verify this we use the Disclosure and Barring Service checks; it is therefore a mandatory condition of entry on to any pre-registration Healthcare programme in Speech and Language Therapy, Radiography, Optometry, Midwifery or Nursing that an applicant must have a satisfactory Enhanced DBS Clearance. This will document information in the form of a criminal record certificate as described under either section 113 or section 115 of the Police Act 1997.

City University London welcomes applications to courses from all members of the community but cannot consider applications for specific health care programmes from those individuals who have committed offences under the provisions of the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000. It should also be noted that this prohibition also extends to individuals who have had their name included on the Protection of Vulnerable Adults (POVA) List, Protection of Children Act (PoCA) List as held by the Department of Health and List 99 as held by the Department of Education, Skills and Employment. To do so would be a criminal offence under the aforementioned Acts. Furthermore, in receiving an application from any such individual, The School is obliged to inform the Police that an application from a prohibited individual has been received.

Click here to see more: [https://www.city.ac.uk/health/courses/selection-process/dbs](https://www.city.ac.uk/health/courses/selection-process/dbs)

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