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**School of Environment Education and Development**

**Application for establishing the required DBS check**

This form is issued by the School of Environment Education and Development and should be used to establish if a DBS check is necessary and legal and if so what type of check is most appropriate. To do this we require the following information. **All information contained in this form will be treated as strictly confidential**.

Once completed, this form and any supporting documentation should be sent to your School Administrator

(pgr-seed@manchester.ac.uk) in the first instance who will forward on to the relevant department for review.

If you are submitting this as part of your ethical application you should upload this at the time of completion in the new online ERM system.

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| **Surname** |       | **Forename** |       |
| **ID Number** |       | **Discipline/Subject Area** |  |
| **University email address\*** |  | **\*Please note that we will only correspond using University email accounts** |
| **Programme of study** | **PhD** **[ ]  MPhil** **[ ]  Prof Doc** **[ ]  Other Please state:**  |
| **Programme Start Date** |       | **Year of Programme**  |       |
| **Programme End Date**  |       | **Mode of Attendance** | **[ ]  Full Time** **[ ]  Part Time** |
| **Q1. Have you ever had a DBS check completed?****If yes – please continue with the survey, however an administrator will contact you directly for more information on when this check was completed.** | **[ ]  Yes [ ]  No** |
| **Q2. Have you ever signed up to the DBS update service?****If yes – please do not continue with the survey. Return this as instructed as the administrator will be in contact.** | **[ ]  Yes [ ]  No** |
| **Q3. Please state why you require a DBS check : -**  |
| **[ ]  For Research [ ]  For Placement [ ]  Other, please state**      |
| **Q4. Please state the address of the organisation where you will attend:-**  |
| **Q5. Who will you be working with/researching?**  |
| **[ ]  Children [ ]  Adults [ ]  Both** |
| **Q6. During your placement/research will you be: -**  |
| **[ ]  Supervised at all times [ ]  Left unsupervised with children/adults** |
| **Q7. Please detail below what activities will take place as part of this placement/research: -** |
| **Q8. Please explain what type of contact you will have with the children/adults: -** |
| **Q9. Will this contact be**  |
| **[ ]  Specific [ ]  Incidental [ ] Both** |
| **Q10. Please detail the frequency of your visits: -** |
| **[ ]  Once [ ]  Twice [ ] Three [ ]  Four+****PER****[ ]  Week [ ]  Month [ ]  Year****For how long e.g 4 weeks****----------------------------------------------------------------------------** |
| **Q11. Processing your application: -** |
| There is an option for you to attend the Post Office at your convenience to produce your identification documents, instead of attending a scheduled appointment at the University of Manchester. There is a **charge of £11 payable by you** to the post office when completing this service. We are unable to refund this cost.Please indicate below how you would like to proceed. **Please Note:** once confirmed we are unable to change this request.**[ ]  Post office service (£11 charge payable by you) [ ]  Face to face appointment**  |
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| **FOR OFFICE USE ONLY** |
| **Name of Programme Administrator****Name of Assessor: Kate Robinson/Suzi Edwards** **Is a DBS Check required: [ ]  Yes [ ]  No****What level is required:** **Enhanced Check****Enhanced Check with children’s barred check****Enhanced Check with vulnerable adults barred check****Enhanced Check with both children’s and vulnerable adults barred check****Job Role to be selected: --------------------------------------------------****DATE:** **BY:**  **STUDENT NOTIFIED OF DECISION [ ]** **DATE:** **BY:**  |