

Working with Vulnerable Individuals, Criminal Convictions and DBS Checks Guidance

Guidance code:	MS-QUAL-005c-092026
Guidance owner:	Student Data Officer
Implementation date:	18 th September 2026
Review date:	August 2027
Related documents:	Working with Vulnerable Individuals, Criminal Convictions and DBS Checks Policy Working with Vulnerable Individuals, Criminal Convictions and DBS Checks Procedure

Contents

1. Purpose of this guidance	3
2. Scope	3
3. Why these checks are required	3
4. What checks you need to complete	3
4.1 Summary of requirements	4
5. Letter of Good Conduct or overseas criminal record checks	4
5.1 When and how to apply for a LOGC	5
6. Enhanced DBS Checks	5
7. DBS Update Service	6
8. DBS certificates, disclosures and declaring relevant matters	6
9. What happens if your DBS check, LOGC or declaration contains information	7
10. Completion of checks and placement clearance	8
11. Data protection and confidentiality	9
12. Contact information	9
Appendix A: How to complete your DBS application	10
Appendix B: LOGC requirement flowchart	12
Appendix C: Country-specific LOGC requirements	13
Appendix D: What to do if something changes during your studies	14

Version History

Version	Approved	Revisions made	Date
1	Faculty Executive Committee	New guidance to accompany the policy and new procedure, separated out from 1 document.	September 2026

1. Purpose of this guidance

This guidance explains what applicants and students on the MB ChB programme need to do in relation to Disclosure and Barring Service checks, Letters of Good Conduct, criminal conviction declarations and the DBS Update Service.

It should be read alongside the University's *Working with Vulnerable Individuals, Criminal Convictions and DBS Checks Policy*. The policy sets out the University's requirements, while this guidance explains what you need to do and when.

2. Scope

This guidance applies to:

- applicants who have accepted an offer to study on the MB ChB programme;
- students enrolled on the MB ChB programme;
- students returning to the programme following a suspension of studies or another interruption.

3. Why these checks are required

Students on the MB ChB programme may undertake regulated activity and will have contact with patients and/or vulnerable individuals during their studies. The University has a responsibility to ensure that students meet appropriate standards of professional conduct and that patient safety is protected.

In accordance with General Medical Council (GMC) guidance, Disclosure and Barring Service (DBS) checks are required for all health care professionals and medical students. For this reason, applicants and students are required to complete criminal record screening before they can begin or continue with relevant parts of the programme, including placement activity.

4. What checks you need to complete

There are two types of criminal record checks that apply to applicants and students on the MB ChB programme:

- Disclosure and Barring Service (DBS) checks, which are UK criminal record checks.
- Letters of Good Conduct (LOGC), or equivalent overseas criminal record checks, which are issued by a police authority or other authorised body outside the UK.

All students on the MB ChB programme are required to complete an Enhanced DBS check and register with the DBS Update Service. The timing of the Enhanced DBS check depends on your circumstances:

- UK applicants are required to complete an Enhanced DBS check as part of the admissions process before starting the programme.

- International applicants are required to provide a Letter of Good Conduct as part of the admissions process and will then complete an Enhanced DBS check after commencing their studies in the UK.

International applicants must provide a Letter of Good Conduct, or equivalent overseas criminal record check, from each country they have lived in for six months or more during the past five years. This is in addition to the requirement to complete an Enhanced DBS check after starting the programme.

UK applicants who have lived outside the UK for six months or more during the past five years may also be required to provide a Letter of Good Conduct, or equivalent overseas criminal record check, from each relevant country.

The Quality Team will ask you to confirm the countries you have lived in during the previous five years so that your individual clearance requirements can be confirmed.

4.1 Summary of requirements

Applicant/student circumstances	Requirement
UK applicant who has lived only in the UK during the past five years	Enhanced DBS check and DBS Update Service registration
UK applicant who has lived outside the UK for six months or more during the past five years	Enhanced DBS check, DBS Update Service registration, and LOGC or equivalent overseas criminal record check from each relevant country
International applicant currently living outside the UK	LOGC or equivalent overseas criminal record check from each country lived in for six months or more during the past five years. After commencing studies in the UK, the student must complete an Enhanced DBS check and register with the DBS Update Service.
International applicant currently resident in the UK	LOGC or equivalent overseas criminal record check from each relevant country, plus Enhanced DBS check and DBS Update Service registration
Student returning from suspension of studies or another interruption	Review of DBS Update Service status and, where required, a new Enhanced DBS check. A LOGC or equivalent overseas criminal record check will be required for any country the student has lived in for six months or more during their absence from studies.

5. Letter of Good Conduct or overseas criminal record checks

Applicants, including UK nationals, who have lived in countries other than the UK for six months or more during the past five years will be required to obtain a LOGC, or equivalent overseas criminal record check, from each relevant country.

If you have lived in the UK but have also lived in another country during the relevant period, you will be required to complete both an Enhanced DBS check and a Letter of Good Conduct from the relevant country or countries.

The DBS application and overseas criminal record check can usually be progressed at the same time. If you are unsure what you need to provide, please contact: FMHS-DBS@buckingham.ac.uk

5.1 When and how to apply for a LOGC

Your Letter of Good Conduct must remain valid until you have completed an Enhanced DBS check after starting at the University. Letters of Good Conduct are often valid for only three to six months, so they should be obtained as close as possible to the start of your studies.

For the 2027 intake, the earliest LOGC date the Medical School will accept is 11 October 2026. We will not be able to accept a LOGC dated before 11 October 2026.

You must send your Letter of Good Conduct to FMHS-DBS@buckingham.ac.uk by 1 December 2026 in order to meet the clearance requirements for the programme.

The application process for criminal record checks or LOGCs varies from country to country. You may need to apply:

- in the relevant country;
- through the relevant embassy in the UK; or
- through the police authority in the area where you live or previously lived.

You can find general guidance for applying for overseas criminal record checks at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Requirements and application processes vary by country. Appendix C includes additional information for countries where the Medical School has specific requirements or where applicants may need extra guidance.

6. Enhanced DBS Checks

All students on the MB ChB programme are required to complete an Enhanced DBS check with the relevant child and adult barred list checks. DBS applications are completed through Know Your People, the University's nominated DBS application provider.

Detailed instructions for completing the application are provided in Appendix A.

The Medical School may accept a previous Enhanced DBS certificate if it:

- is less than six months old;
- is for the correct workforce, specifically the child and adult workforce;
- is the correct level of check;
- has been registered with the DBS Update Service within the required timeframe;
- is accepted by the Medical School following review.

If your previous certificate was not registered with the DBS Update Service within 30 days of issue, or if it does not meet the Medical School's requirements, you will need to complete a new Enhanced DBS check.

The cost of the DBS check is charged to the student through the Fees Department after registration. The current cost is £65.80. Students are responsible for paying this cost.

If you lose your DBS certificate, allow your DBS Update Service subscription to lapse, or are required to obtain an additional certificate, you may be required to pay for a new Enhanced DBS check. The current charge for a replacement/new check in these circumstances is £100.

7. DBS Update Service

All MB ChB students must register their DBS certificate with the DBS Update Service and maintain an active subscription throughout their studies. The DBS Update Service allows your DBS status to be checked without requiring you to complete a new DBS application each time, provided your certificate remains eligible and your subscription remains active.

You must register your certificate with the DBS Update Service within 30 days of the certificate being issued. The link to register is provided in Appendix A. You are responsible for the cost of subscribing to the DBS Update Service, which is currently £16 per year.

You will be given a ten-digit Update Service ID number, which will allow you to manage your subscription. You must send this to the Quality Team and keep a copy for your own records.

If you do not provide evidence of DBS Update Service registration by the required deadline, you may be unable to register on the MB ChB programme, attend placement activity or have patient contact.

You must renew your Update Service subscription every year and ensure your payment details remain up to date. If your DBS Update Service subscription lapses, you will be required to complete a new Enhanced DBS check.

8. DBS certificates, disclosures and declaring relevant matters

The DBS and relevant police forces carry out the necessary checks. This process may take up to eight weeks.

Once your DBS certificate has been issued, it will be sent directly to you by post at your chosen address. The University will not receive a copy of your DBS certificate. Therefore, you must present your original DBS certificate to the Quality Team for verification when requested.

The DBS certificate is not the only way relevant information may come to the attention of the Medical School. You also have an ongoing responsibility to declare any relevant matter that may affect your fitness to practise, ability to undertake regulated activity, or patient safety.

You must declare any relevant:

- criminal conviction;
- caution;
- conditional caution;
- Fixed Penalty Notice;
- Penalty Notice for Disorder;
- pending criminal investigation or prosecution;
- barring decision; or
- other matter that may be relevant to fitness to practise, regulated activity or patient safety.

You must disclose any of the above matters during the admissions process, and you must also disclose any such matters that occur at any point during your studies, during a suspension or interruption of studies, or before returning to the programme. If your DBS certificate contains disclosed information, or if you declare any of the matters listed above, you must provide the details requested by the Medical School.

The information will be reviewed in accordance with the Working with Vulnerable Individuals, Criminal Convictions and DBS Checks Policy and Procedure.

If you are unsure whether something needs to be declared, you should contact the Quality Team for advice.

If you are offered or asked to accept a police caution, you should be aware that this may have implications for your future medical career and may need to be disclosed to the Medical School, the GMC or other relevant organisations. You are strongly advised to seek independent legal advice before accepting a police caution.

9. What happens if your DBS check, LOGC or declaration contains information

If you make a disclosure, or if information is identified through a DBS certificate, Letter of Good Conduct or DBS Update Service check, the matter will be referred to the Professional Development and Conduct Lead for initial review.

You may be asked to provide further information in writing. The review will consider the seriousness, frequency and pattern of any offences or disclosed matters, and

whether there are any implications for professional conduct, patient safety, fitness to practise or your future medical career.

Following review, possible outcomes may include no further action, a request for further information, clearance to proceed, a requirement to complete a new DBS check, placement restrictions, referral to the Fitness to Practise process, withdrawal of an offer, or consideration of termination of studies in accordance with the relevant University or Medical School procedure.

Where a matter is referred to the Fitness to Practise process, you will have the right to appeal in accordance with the MB ChB Fitness to Practise Policy.

Failure to declare a relevant conviction, caution or other matter may result in further action. This could include withdrawal of an offer or, where you are already enrolled, termination of studies in accordance with the relevant University or Medical School procedure.

10. Completion of checks and placement clearance

You must complete all required DBS, Letter of Good Conduct and DBS Update Service requirements by the deadline provided by the Quality Team.

If you do not complete the required checks by the deadline, the University may take further action. This may include:

- delaying enrolment;
- preventing registration on the MB ChB programme;
- delaying or preventing placement activity;
- withdrawing you from placement activity;
- requiring you to complete a new Enhanced DBS check;
- referring the matter into the concerns process; or
- considering the matter under the Fitness to Practise process where appropriate.

You must not undertake placement activity or patient contact unless the Quality Team has confirmed that you have met the relevant DBS, Letter of Good Conduct and DBS Update Service requirements.

If your clearance is incomplete, expired, unclear or under review, you will not be permitted to commence or continue placement activity until satisfactory clearance has been confirmed.

If your DBS Update Service subscription lapses, or your DBS status cannot be confirmed, you will be required to complete a new Enhanced DBS check before you can attend placement or have patient contact.

11. Data protection and confidentiality

Information relating to DBS checks, Letters of Good Conduct, criminal conviction declarations and DBS Update Service checks will be handled confidentially and in accordance with the University's data protection requirements.

The University will not retain a copy of your DBS certificate. The Quality Team may record relevant information for audit and compliance purposes, including:

- your name;
- DBS certificate number;
- DBS certificate issue date;
- DBS Update Service status; and
- outcome of the verification process.

Information will only be shared with staff or external organisations where there is a lawful basis to do so and where sharing the information is necessary and proportionate.

The Disclosure and Barring Service requires organisations to keep a record of the ID documents used for DBS identity verification for a minimum of two years for compliance purposes. Where the University retains copies of ID documents as part of this record, the Quality Team will ensure that these are stored securely, accessed only by authorised staff, and retained and disposed of in accordance with the University's Data Protection Policy.

12. Contact information

If you have questions about DBS checks, Letters of Good Conduct, the DBS Update Service or criminal conviction declarations, you should contact:

FMHS-DBS@buckingham.ac.uk

Appendix A: How to complete your DBS application

The University uses Know Your People for DBS applications. Applicants and students will be sent the organisation ID and access code by the Quality Team when they are required to complete a DBS application.

Sensitive applications route

The Disclosure and Barring Service offers a confidential checking service for transgender applicants. This is known as the **sensitive applications route** and is available for all levels of DBS check, including Enhanced DBS checks.

The sensitive applications route gives applicants the option not to have gender or previous name information disclosed on their DBS certificate. Further information is available from GOV.UK:

<https://www.gov.uk/guidance/transgender-applications>

If you are accessing Know Your People for the first time, you will need to register before completing your application.

Registering with Know Your People

1. Go to: <https://app.knowyourpeople.co.uk/>
2. Select **Register**.
 1. Enter the organisation ID and access code provided by the Quality Team.
 2. Enter your email address.
3. Select **Next**.
4. Enter your first and last name exactly as they appear on your passport.
5. Create a password.
6. Select **Medical Student** from the drop-down list.
7. Submit your registration. You will then be returned to the login page.

Completing your DBS application

1. Sign in using your email address and password.
2. Enter the access code provided by the Quality Team.
3. Select **Open Application**.
 1. Select **Continue**.
 2. Complete the application form.
 3. Enter your name exactly as it appears on your passport, including any hyphens.
 4. Enter your current UK address. You must not use an overseas address as DBS certificates cannot be sent internationally.
 5. Select your verification method and three forms of ID.
 6. Enter the details exactly as they appear on your documents.
 7. Review the summary of original documents you must present.
 8. Complete your declaration and submit your application.
 9. Take your original ID documents to be verified using your chosen method.

Identity verification

As part of your DBS application, you will need to provide identity documents. You will be asked to select three forms of ID. One must be photographic ID.

It is important that the information you enter into Know Your People matches your identity documents exactly. If the information entered does not match your documents, your verification may not be able to be completed.

You will be asked to choose a verification method.

If you choose **University verification**, you will need to bring your original documents to the Quality Team on campus. Please contact FMHS-DBS@buckingham.ac.uk to book an appointment.

If you choose **Post Office verification**, you will need to take your original documents to a participating Post Office. You can locate a participating Post Office here: <http://www.postoffice.co.uk/branch-finder>

After submitting your application

The DBS and relevant police forces will carry out the necessary checks. This may take up to eight weeks.

Once Know Your People has finished processing your DBS application, you will need to register your DBS certificate with the DBS Update Service within 30 days of the certificate being issued.

You can register with the DBS Update Service here:

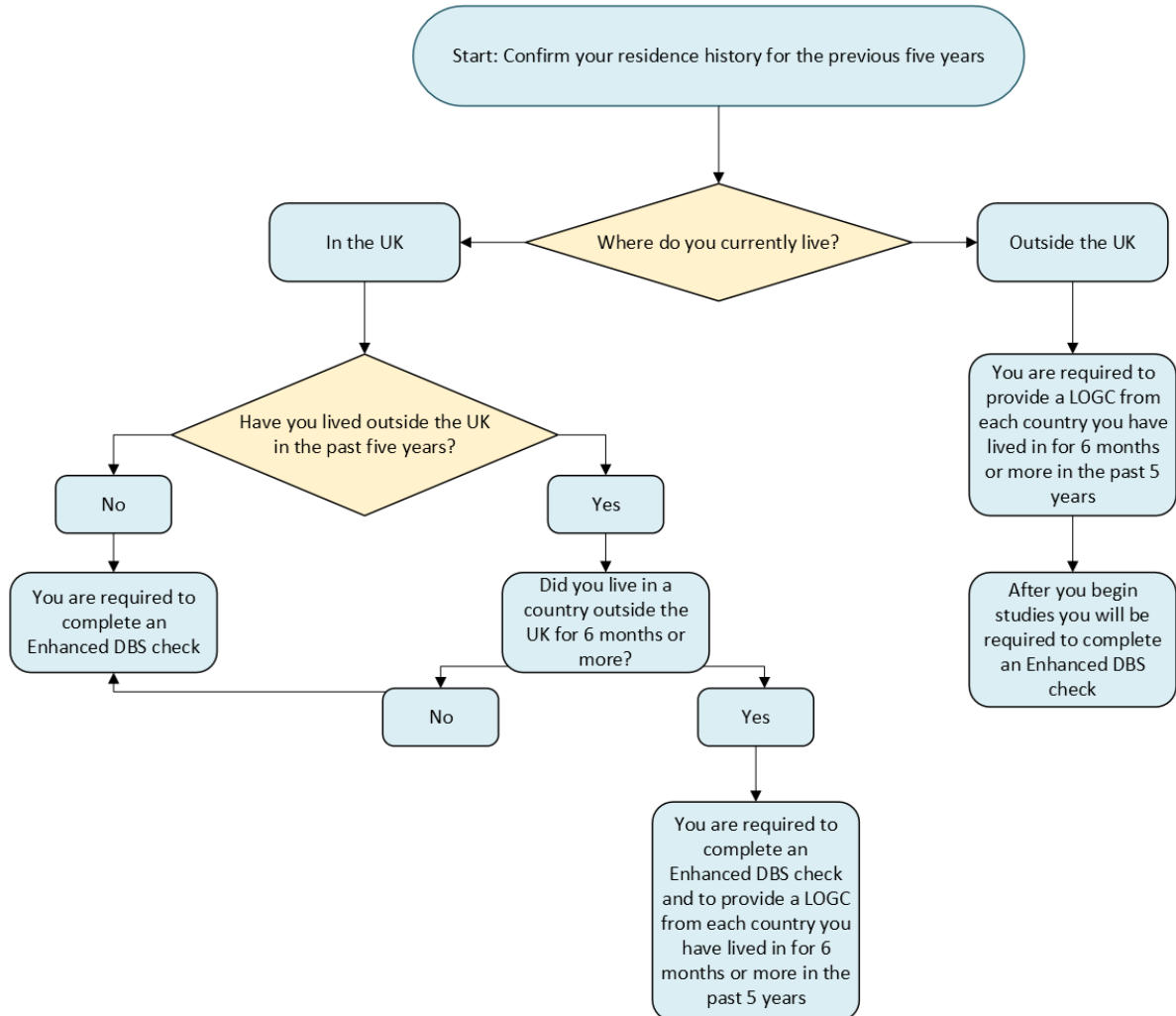
<https://www.gov.uk/dbs-update-service>

Your DBS certificate will be sent directly to you by post. You must present your original DBS certificate to the Quality Team for verification when requested.

If your DBS check reveals disclosed information, you will be notified of the outcome and must provide the details of the disclosure to the Medical School.

If you have any questions concerning the online DBS application or verification process, please contact the Quality Team at:
FMHS-DBS@buckingham.ac.uk

Appendix B: LOGC requirement flowchart



Appendix C: Country-specific LOGC requirements

Country-specific notes:

- **Australia:** National Police Check required. Select option 45, “Overseas Employment – Nursing, Hospital Employment”.
- **Canada:** Certified Criminal Record Check using fingerprints required. We will not be able to accept any other type of Canadian Criminal Record Check.
- **Hong Kong:** Certificate of No Criminal Conviction required. A University confirmation letter may be needed.
- **United States of America:** FBI check required rather than a state-level check.

Appendix D: What to do if something changes during your studies

If you become subject to a criminal conviction, caution, pending investigation or other relevant matter during your studies:

1. Tell the Medical School immediately.
2. Provide information in writing when asked.
3. Respond to any request for further information by the deadline given.
4. Do not attend placement if you have been told not to.
5. Wait for written confirmation before resuming placement activity or patient contact.