

Appendix A - Types of roles within the Trust requiring a DBS Check and the level of check applicable.

This list is not exhaustive and is provided as a guide. When in doubt Recruiting Managers should view the job description and person specifications for a post in order to make a final decision on the suitability and level of a check along with advice from the Recruitment Team. Further guidance can be found by going to <https://www.gov.uk/find-out-dbs-check>

Enhanced DBS check with a check against the 2 barred lists held by the Disclosure & Barring Service	Enhanced DBS check without a check against the barred lists	Standard Disclosure DBS Check only	Basic Check
Required for positions which fall under the definition of regulated activity ie any activity involving working or volunteering with adults or children that is of a specific nature. See below.	Required for positions which do not fall under the definition of regulated activity where they are still eligible for an enhanced check, but without a check against the barred lists. See below.	Will be for all other positions covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974. See below.	Defined as a position of Trust. The Trust considers all employees as working in a position of trust and therefore will request a basic disclosure check if the role does not fall into the 3 other categories.
<p>Examples of posts in "regulated activity" requiring an Enhanced disclosure check AND automatic check against the 2 barred lists:</p> <ul style="list-style-type: none"> - Medical staff – including training grades/locums - Nurse/Midwife (permanent/bank) - Nursing/Midwifery Assistant (permanent/bank) - Trainee practitioners such as Associate Practitioner - Physician Associate - Allied Healthcare Professionals such as Physiotherapist, Occupational Therapist, Speech and Language Therapist, Play Therapist (permanent/bank) - Porters with direct patient activity in adult's and children's areas. - Drivers transporting patients. - Pharmacist (registered with GPC) 	<p>Examples of posts in "regulated activity" requiring an Enhanced check but no check against the 2 barred lists.</p> <ul style="list-style-type: none"> - Housekeepers in Paediatric areas (Permanent and Bank) - Healthcare Scientists (role dependent) - Department Managers in Paediatric/Maternity areas not in supervision of those in regulated activity. - Security Officers. - Customer Care - Chaplains - Volunteers - Ward Support Workers 	<p>Examples of posts requiring a Standard check only.</p> <ul style="list-style-type: none"> - Ward clerks/Receptionists/Outpatient Co-Ordinators/Medical Secretaries/Administration in clinical areas (Permanent and Bank). - Catering staff delivering food to wards. - Environmental Porters. - Maintenance and Estate staff (not in Paediatric/Maternity areas). - Healthcare Scientists (role dependent ie Lab based. Not in Paediatric/Maternity areas. - Governors where they do not meet the frequency test for going into the children's ward. - Maintenance and Estate staff in clinical areas. - Housekeepers in clinical areas (permanent and bank) - Board level Directors (with no direct line management for 	<p>Examples of posts requiring a Basic check only.</p> <ul style="list-style-type: none"> - Non-Executive Directors - Estates and Facilities staff without direct patient/service user contact

<ul style="list-style-type: none"> - Pharmacy Technician (registered with GPC) - Radiographers - Bank staff – Clinical in regulated activity - Healthcare scientists (role dependent) - Counsellors - Nurse Managers (in supervision of those working in regulated activity) - Department Managers (in supervision of those working in regulated activity) - Medical Director - Director of Nursing - Volunteers – delivering food to wards and providing assistance to patients who cannot feed themselves unaided. - Pharmacy Assistant – ward dispensary duties. - Porters transferring patients - Clinical Psychologists 		posts requiring enhanced check)	
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