

DISCLOSURE & BARRING SERVICE – ENHANCED DBS (Police Check)



All students who have received an offer on either **Childcare, Health, Sport or Uniformed Services** for September 2021 **MUST** complete an Enhanced DBS (Police Check) online and sign up to the Update Service.

A SATISFACTORY ENHANCED DBS CHECK AND THE UPDATE SERVICE ARE REQUIREMENTS OF YOUR COURSE. Where the DBS check identifies a criminal conviction or includes evidence of concern, the College Safeguarding Policy and related Criminal Convictions Declaration will be used to review the applicant / student's place in college.

STEP 1: REGISTER

Please use the link below to register for your Enhanced DBS check online.

<https://gbg.onlinedisclosures.co.uk/Registration/Registration>

You will need the following information:

Org PIN – 162133

Secret Word – Highlands

Your email address – please use your personal email address NOT your current school email address

When applying online the following documents* are required for you to register:

1. **A current and valid passport**
2. Birth Certificate (issued within 12 months of birth) **or** Adoption Certificate **or** EEA National ID card **or** Current Driving Licence (Full or Provisional)
3. Proof of current address (**must be less than 3 months old in September 2021**) e.g. bank statement **or** account opening confirmation letter **or** letter from school / college

If you cannot provide any of the above, please email alex.stryszowska@highlands.ac.uk or call 608534.

* **ALL DOCUMENTS MUST BE ORIGINALS. PHOTOCOPIES WILL NOT BE ACCEPTED**

IMPORTANT

- ✓ **PLEASE NOTE YOU WILL ONLY BE ABLE TO COMPLETE THE ABOVE WHEN YOU ARE 16 YEARS OF AGE.**
- ✓ **YOU WILL NEED TO PROVIDE FULL ADDRESSES FOR THE PREVIOUS 5 YEARS PLUS MONTH AND YEAR YOU MOVED TO/FROM THAT ADDRESS.**
- ✓ **IF BORN IN JERSEY, TYPE "ST HELIER" AS "PLACE OF BIRTH".**

STEP 2: VERIFICATION OF DOCUMENTS

You will be able to verify your documents during the first week of the Academic term in September 2021.

You will be required to bring the documents that you declared in STEP 1.

STEP 3: UPDATE SERVICE

You will be able to join the Update Service during the second week of term and will be required to bring a payment card, or details of, to cover the Update Service charge of £13.

Any queries, please contact Alex Stryszowska | alex.stryszowska@highlands.ac.uk | Updated 26.03.21