**Appendix B - 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**](https://www.gov.uk/find-out-dbs-check)

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| **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. |
| Examples of posts in “regulated activity” requiring an Enhanced disclosure check AND automatic check against the 2 barred lists:   * 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) * 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 | Examples of posts in “regulated activity” requiring an Enhanced check but no check against the 2 barred lists.   * 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 | Examples of posts requiring a Standard check only.   * 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 posts requiring enhanced check) | Examples of posts requiring a Basic check only.   * Non-Executive Directors * Estates and Facilities staff without direct patient/service user contact |