



University of Exeter

## DBS Master Roles List

For some roles within the University, DBS checks are required to assess the suitability of the applicant to work with people in a vulnerable situation. More information and guidance can be found [Disclosure and Barring Service | Disclosure and Barring Service | University of Exeter](#)

This list details the checks that are available. The roles/titles may not match exactly what your employee does. Pick a role/description that aligns most closely to the role, making sure the level of check and the workforce is correct for the role.

Advice on selecting the right DBS check can also be found on the UK Gov website: [Find out which DBS check is right for your employee - GOV.UK \(www.gov.uk\)](#)

If a suitable check is not listed please contact [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk)

University Role/Description	Reason for Check	Level of Check	CH Barred	AD Barred	Workforce Type	CHECK REQUIRED
This is the type of role that the individual will be performing at the University. It won't necessarily match their job title.	Describes why an individual needs a DBS check for their role and will help you choose which check is required. Picking the correct role and reason will make sure the level and type of check is correct.	The actual checks that are carried out by the Disclosure and Barring Service. Picking the correct role/reason will determine the type of check required. If you know what type of check is required then make sure you are selecting the appropriate role.				<b>Use this option when filling in the DBS Request form/eSR1</b>
<b>Grounds Team</b>						
Gardeners	Our staff do engage with local schools in community projects on and off campus. Local schools use our sports facilities which we maintain and have access to changing facilities as part of our role. Some staff work in the Children's day nursery. We access sites with restricted access e.g. staff private residences	Basic	N/A	N/A	N/A	Basic Check (150054)
<b>Data</b>						
Sensitive Data handler	Applicant will be accessing official sensitive information, for example through a secure data sharing system. This may be used for a Baseline Personnel Security Standard (BPSS) check.	Basic	No	No	N/A	Sensitive Data Handler
<b>Chaplain</b>						
Chaplain (Volunteer - Adults)	Provide one to one advice to vulnerable students and adults whom are more than likely to hold healthcare plans	Enhanced	No	Yes	Adult Workforce	Chaplain
<b>Clinical roles</b>						
Clinician - Adult	clinicians providing direct healthcare to adult patients	Enhanced	No	Yes	Adult Workforce	Clinician - Adult
Clinician - Child & Adult	clinicians providing direct healthcare to adult and child patients	Enhanced	Yes	Yes	Child and Adult Workforce	Clinician - Child & Adult
Nurse	Providing healthcare to adults and children	Enhanced	Yes	Yes	Child and Adult Workforce	Clinician - Child & Adult
Radiographer	Healthcare professional carrying out healthcare	Enhanced	Yes	Yes	Child and Adult Workforce	Radiographer
Vice Dean of Education & Clinician (heart Specialist)	Requested by RD&E - Heart Specialist for both children and adults.	Enhanced	Yes	Yes	Child and Adult Workforce	Clinician (Heart Specialist)
<b>Mental Health</b>						

Mental Health Advisor	One to one meetings. A Healthcare professional who will assess students need in line with current legislation and assist the university to embrace its responsibility with regard to reasonable adjustments for students with mental health difficulties. Will also regularly assess prospective students (under 18). Meetings will be 4 or more times in a 30 day period. Required to be regulated by HCPC or NMC. (GBG - Applicant will be providing advice or guidance which is wholly or mainly for vulnerable adults and is related to the illness, disability or healthcare of the adult.)	Enhanced	Yes	Yes	Child and Adult Workforce	Mental Health Advisor
Mental Health Mentor	One to one meetings. A healthcare professional who will assess individual interventions to empower students to manage their own mental health in relation to their academic progression, promoting strategies for independent learning, living and self management. Meetings will be 4 or more times in a 30 day period. Required to be regulated by HCPC or NMC. (GBG - Applicant will be providing advice or guidance which is wholly or mainly for vulnerable adults and is related to the illness, disability or healthcare of the adult.)	Enhanced	No	Yes	Adult Workforce	Mental Health Mentor
<b>Family Centre</b>						
Nursery Nurse	Childcare worker in an onsite nursery. Unsupervised and frequent.	Enhanced	Yes	No	Child Workforce	Nursery Nurse
Family Centre staff (other than Nursery nurse)	Childcare support in childcare environment	Enhanced	Yes	No	Child Workforce	Family Centre/Childcare Staff
<b>Research</b>						
Research Co-Ordinators, Researchers and Lecturers - Child	One to one Interviews on campus with children with a history of depression and / or sexual abuse (mood Disorder Centre) OR conducting research by running a variety of behavioural experiments with children in schools. Unsupervised at least once a week or more than 4 times in 30 days	Enhanced	Yes	No	Child Workforce	Researcher - Schools
Research Co-ordinators, Researchers and Lecturers- Adult and Child	Patient and Public Involvement Team with PenCLAHRC will include regular contact with members of the public, both children and vulnerable adults, sometimes classed as regulated (unsupervised and at least once a week or more than 4 days during a 30 day period)	Enhanced	Yes	No	Child Workforce	Researcher- Child
Research Data Collector	Collecting data to include measurements, height, weight, in schools or research areas normally with another adult present	Enhanced	No	No	Child Workforce	Researcher - Child- Non RA
Research Data Collector (regular)	Collecting data to include measurements, height, weight, in schools or research areas unsupervised and at least once a week or more than 4 times in 30 days.	Enhanced	Yes	No	Child Workforce	Researcher - Child
Research Data Collector (Samples)	Collecting data to include measurements, height, weight, in schools or research areas normally with another adult present but also to include gathering samples such as blood. Child or Adult regulated activity depending on who the samples are coming from	Enhanced	Yes	No	Child Workforce	Researcher - Child
Researcher- Care	Applicant will be visiting people with dementia in their own homes, unsupervised, to complete a survey with them. This will take place once a year for the next three years. Applicant will also visit registered care homes to carry out research with participants who may have a lack of capacity to consent. This will meet the frequency of more than once a week ongoing.	Enhanced	No	No	Adult Workforce	Researcher- Care Home
Researchers and Lecturers	Visiting a school / environment with children to carry out research but infrequently and always supervised	Enhanced	No	No	Child Workforce	Researcher - Child - Non RA
Research (Research passport requirement)	Face to face interviews in hospitals. Observing patients clinics. Dealing with sensitive data	Standard	No	No	N/A	Researcher - patient facing
Research (Research passport requirement)	Adults with dementia always with a carer	Basic	N/A	N/A	N/A	Basic Check (150054)
Assistant Psychologist	Carrying out research on adults in the community under supervision of Clinical Psychologists.	Basic	N/A	N/A	N/A	Basic Check (150054)
Researchers - CAT 3 Lab	CAT 3 Lab rota (Dangerous pathogens)	Basic	N/A	N/A	N/A	Basic Check (150054)
Volunteer	Carrying out duties/research in schools / research activity supervised	Enhanced	No	No	Child Workforce	Volunteer Researcher - Non RA
<b>Access Centre/Study Needs/Disability</b>						
Specialist Mentor/Study Skills Tutor	One to one meetings. To provide academic related support to students who have a specific learning difficulty including those on the Autistic Spectrum or other disabilities affecting their studies including Chronic Fatigue.ME. A mentor/tutor will work with adults with enduring and life long disabilities and specific learning difficulties. Meetings will be 4 or more times in a 30 day period.	Enhanced	No	No	Adult Workforce	Specialist Mentor/Tutor

Study Needs Assessor	One to one meetings. To assess a students eligibility for Disabled Students allowance by conducting a review of the student's history and support needs, identification of appropriate support strategies; demonstration and trial of equipment and summary explanation of next steps during assessment. An assessor will work alone with Children (potential students) and adults with enduring or lifelong physical and mental health disabilities. Applicant will be providing advice or guidance to vulnerable adults and is related to the illness, disability or healthcare of the adult.)	Enhanced	Yes	No	Child and Adult Workforce	Assessor - CH/AD
Access Centre Team Leader	Runs the Access Centre but also carries out the same duties as the Study Needs Assessor	Enhanced	No	No	Adult Workforce	Student Centre Manager Ad
Disability Advisor/Assessor	One to one meetings. A healthcare professional who will carry out disability assessments and will give advice on disability matters to current students. Will also regularly assess prospective students (under 18) for DSA eligibility. These adults and children have enduring or lifelong mental health difficulties. Does not have to fit criteria for healthcare professional (GBG - Applicant will be providing advice and guidance which is wholly or mainly for vulnerable adults where the advice and guidance is related to the illness, disability, or healthcare adult is receiving. The applicant will not be providing personal care or healthcare to the adult and therefore the barred list is not applicable.	Enhanced	No	No	Adult Workforce	Disability Advisor
Dyslexia Adviser	One to one meetings. Dyslexia assessments	Basic	N/A	N/A	N/A	Basic Check (150054)
<b>Teaching</b>						
Teaching Children externally (Supervised)	Teaching children in fairs, schools and other environments ie Exeter maths School (supervised)	Enhanced	No	No	Child Workforce	Teacher - School Non RA
Teaching children externally (unsupervised)	Teaching children in fairs, schools and other environments ie Exeter maths School (unsupervised)	Enhanced	Yes	No	Child Workforce	School Teacher
Foreign Language Tutor	Tutor provided by the Foreign Language Centre to teach children, sometimes in their own home, unsupervised at least once a week or 4 or more occasions in a 30 day period	Enhanced	Yes	No	Child Workforce	Foreign Language Tutor
<b>Sport</b>						
Performance Coach	Provides sports activities to children attending sports centre	Enhanced	Yes	No	Child Workforce	Performance Coach - Child
Tennis Coach	Tennis lessons to children on a at least once a week or more than 4 times in 30 days. Can be unsupervised	Enhanced	Yes	No	Child Workforce	Tennis Coach - Ch
Swimming Teacher	Swimming lessons to children on a at least once a week or more than 4 times in 30 days. Can be unsupervised	Enhanced	Yes	No	Child Workforce	Swim teacher
<b>Therapy/Counselling</b>						
Therapist (Clinical)	Providing psychological therapies (including cognitive therapy) to people in the community who experience severe or recurrent mood disorders including depression. Staff work individually or in a group setting. Clients may have potential to be at risk i.e. self harm	Enhanced	Yes	Yes	Child and Adult Workforce	Therapist (Clinical)
Trainee /Honorary Counsellor	One to one meetings, Carries out counselling sessions on a one to one basis as part of their training as a Counsellor or Clinical Psychologist. Meetings will be 4 or more in a 30 day period. They will be training to offer support to students experiencing mental health, psychological and wellbeing difficulties.	Enhanced	Yes	Yes	Child and Adult Workforce	Counsellor - HCP
Wellbeing Consultants/Practitioner	One to one meetings. Will offer support to students experiencing mental health, psychological and wellbeing difficulties. 6 sessions on a weekly basis counselling through life transitions and events - Is not Healthcare professional but is providing counselling related to the healthcare that the individual is receiving	Enhanced	No	No	Adult Workforce	Counsellor - Adults (qualified)
<b>Widening Participation</b>						
Widening participation and Outreach	Supporting the delivery of the University's outreach plan including widening participation and fair access agenda. Responsible for the running of yr 10 and 11 residential programme, Exeter Awards and Big Bang South West Science Fair. Working on their own with groups of children on a regular, frequent basis then would be enhanced child regulated.	Enhanced	Yes	No	Child Workforce	Outreach Worker School - For applicants who meet the frequency.
Widening Participation and Recruitment	Visits recruitment talks within schools. Supervised. Applicant is required to go into schools not meeting the frequency to give talks to large classes supervised at all times. Working with children in Primary schools outreach activity workshops - primary school children yrs 4-6	Enhanced	No	No	Child Workforce	Outreach Worker School Non-RA - For applicants who do not meet the frequency.
Widening Participation Officer - Residential	Will be supervising 16-18 year olds overnight at summer residentials, unsupervised	Enhanced	Yes	No	Child Workforce	Residential Supervisor - Child
<b>Work Experience</b>						

Work Experience Supervisor (any job title but is supervising a work experience placement for a period of time)	Supervising a work experience school pupil. Sole responsibility and unsupervised at least once a week or more than 4 times in 30 days.	Enhanced	Yes	No	Child Workforce	Work Experience Supervisor
<b>Immigration Advisor</b>						
International Student Advisers	Dealing with immigration matters and provides immigration services under section 82 of the immigration & Asylum Act	Standard	No	No	N/A	Regulated Immigration Advisor
<b>Safeguarding</b>						
Local Safeguarding Officer	Delivering face to face and remote training to apprentices. Will be monitoring and responding to reported incidents - this may be a face to face discussion with an apprentice or other staff members.	Basic	N/A	N/A	N/A	Basic Check (150054)