

**Advanced Programmes
School of Education
University of Southampton**

**Criminal Records Bureau procedures for EU & Overseas Students
who come into contact with children or vulnerable adults as part of
their Advanced Programmes**

*This policy document is intended primarily for applicants to Advanced Programmes who may wish (or think they may wish) to gain access to schools (or similar institutions) where there are children or vulnerable adults.
The purpose is to give advance notice to EU & Overseas students to arrange all necessary CRB-type clearances before they come into residence.*

EU / Overseas students must produce an original *Certificate of Good Conduct* (or its equivalent), supplied either by an embassy or a police force, before they can be allowed to have **any** contact with children or vulnerable adults. Students must bring this certificate with them when they first arrive at the School of Education or have submitted one in advance to the Advanced Courses Office.

EU / Overseas students who have been domiciled in the UK before registration as a student must **also** obtain a satisfactory *Criminal Records Bureau Disclosure* document¹ at *Enhanced Level* **and** complete a *Further Declaration* form for **any** period of time they have been in the U.K.²

Criminal Records Bureau Disclosure application forms must be completed and returned to the Advanced Courses Office, together with any necessary supporting documents, as a matter of priority. The safety of children and vulnerable adults is and will remain our priority.

The current³ cost per application is £34. Cheques should be made payable to the University of Southampton. A guide to completing the application form is available. The CRB can be contacted on 0870 9090 344.

[Home (UK) students who come into contact with children or vulnerable adults as part of their programmes of study (or associated research) need *Enhanced Level* clearance].

AK. May 2004

¹ The *Criminal Records Bureau Disclosure* is a document disclosing information held by various police and government departments.

² Therefore a *Criminal Records Bureau Disclosure* document at *Enhanced Level* is also required for any period of time a student may have spent in the UK **since** becoming a student on the course.

³ February 2005.