**When considering pre-employment checks for vacancies your department is in the process of filling, it is the nature of the tasks / activities that the post holder will be expected to carry out that will determine which (if any) checks will be required.

The tables below shows examples of the type of tasks that will trigger a pre-employment check requirement.**

**For further information and advice, please contact Security Services Screening –**

**T: 01865 282788 Or**

**Email :** **screening@admin.ox.ac.uk**

| **Check** | **Task / Activity** | **Available Via** |
| --- | --- | --- |
| **Basic** **DBS check** | This check will disclose any unspent criminal convictions, county court judgements etc. and could be used in the following cases, **for example -** • Post holder handles cash or goods on a regular basis• Post holder has access to secure areas• Post holder deals with members of the public in person on a regular basis• Post holder will be required to hold a license for the sale of alcohol• Post holder will be dealing with confidential information - E.G. Medical and vetting information  (possibly in conjunction with Enhance Level Security Check)**Post Examples** – Cashier, Stores Worker, Security Guard, Museum Curator, Shop assistant, Venue Manager, Clinical Research Assistant. | Directly with the Disclosure & Barring Service Online or directly online Via HOSS system provided by Horus |
| **Enhanced DBS Check****Continues over -****Enhanced DBS Check Continued** | This check will disclose any unspent criminal convictions, county court judgements etc. and will also disclose applicants' listed on Barring lists. This means the post **MUST** contain elements of **"Regulated Activity" (** **For further information about Regulated Activity please see Appendix ‘B’ )**  with regards to Children, Vulnerable Adults and Other Barring Lists in order for the check to be carried out **E.G. -****Children -**• Post holder with be working with children on a one to one basis, either in person or via other  media (e.g. social media)• Regularly works in an environment that means contact with children• Post holder will be providing health care**Post Examples** – Teacher, Training Supervisor, Work Place Placement Tutor, School Office Administrator, Chat Room Host Administrator, Nurse, Physical Therapist**Vulnerable Adults -**• Post holder will be providing personal care for Adults unable to perform those tasks for themselves• Post holder will be handling financial tasks for Adults unable to perform those tasks themselves• Post holder will be responsible for the welfare of Adults with mental health issues or those in emotional crisis• Post holder will be providing health care**Post Examples** – Nurse, Care Worker, Personal Care Assistant, Social Worker, Hospital Porter, Welfare Dean**Other -** • Post holder will be required to hold a license for the handling of Scheduled Toxins / Pathogens / Drugs | Directly Online Via HOSS system provided by Horus |
| **University Enhanced Level Security Check** | This check is for posts that either deal with sensitive information or where the work is carried out in a sensitive environment and is not covered by "Regulated Activity".**E.G. -**• Post holder will be working with or within an area involved with animal based research  (in conjunction with DBS Basic Check or equivalent)• Post holder will have access to areas with irradiator equipment  (in conjunction with DBS Basic Check or equivalent)• Post holder will have access to scheduled toxins /pathogens  (in conjunction with DBS Basic Check or equivalent)• Post holder will be dealing with confidential information - E.G. Medical and vetting information (in conjunction with DBS Basic Check or equivalent) | Directly Online Via HOSS system provided by Horus |
| **Overseas Check** | This check is approximately equivalent to the **DBS Basic check** in that it discloses criminal records, but for countries other than the UK. It is recommended that applicants who have spent little or no time in the UK, in the 5 years prior to applying for a post have an overseas check. | Directly Online Via HOSS system provided by Horus |
| **Basic & Full Financial Check** | This check covers posts that carry the risk of financial fraud or theft, **E.G. -** • Posts that have high financial responsibility• Posts that deal with moving large sums of money about and / or making payments• Posts with accountancy elements• Posts that deal with Procurement negotiationsThis check can be used in conjunction with the DBS Basic Check | Directly Online Via HOSS system provided by Horus |

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