

MAH Enhanced DBS Request Process

Main Contacts:

- x mediaarts-humanities@sussex.ac.uk Reception Team, carrying out checks
- x MAH-Operationsmgr@sussex.ac.uk Carmen Long, Operations Manager, overseeing process

Recurring Enhanced DBS Checks

There are currently two recurring situations when Enhanced DBS checks need to take place:

- x For students taking the module 'School Placement Project' (Q3293), Emma Newport as module convenor as the contact
- x For staff & students partaking in Sussex Writers' widening participation events, looked after by Emma Newport

We have an arrangements/will agree arrangements with both the module convenor and Emma in which they will contact the Reception team with lists of people needing checks at agreed points of the year) and then we will contact the relevant staff/students to go through the DBS process with them.

If a new module or event is created where you think that enhanced DBS checks will need to take place every year/on a regular basis, please do contact the Reception Team. We will then be able to create a plan for this with you.

One-off/Ad-Hoc Enhanced DBS Check

If you need a one-off DBS check for yourself, e.g. for your research project, please email the

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