School of Law

ETHICS POLICY, PROTOCOL AND RISK ASSESSMENT

This document outlines the ethical practice policy of the School of Law and should be read prior to completing the **Project Title, Ethics and Risk Assessment Form** for Students**.** Students should ensure that they carefully follow the guidance given in relation to any study involving participants.

School of Law staff should also read this document prior to completing the Ethics and Risk Assessment form/ UREC application.

Introduction

In carrying out their work researchers inevitably face ethical dilemmas which arise out of competing obligations and conflicts of interest. All research proposals which involve human participants require prior ethical approval to ensure the safety, rights, dignity and well-being of the participant and those of the researcher. This is why you are required to declare whether or not this applies to your thesis/ dissertation / project topic and, if so, how these ethical issues are to be addressed. Ethical approval should not be considered as a bureaucratic obstacle; it is a mechanism for ensuring and demonstrating that the design of your research respects the rights of those who are the participants of the research. The paramount concern of any Ethics Committee is participants' rights in terms of recruitment, 'informed' consent, and participant and data treatment.

Research where the information about human participants is publicly and lawfully available e.g. information published in the census, population statistics published by the government, personal letters and diaries etc, held in public libraries, do not require ethical approval.

Staff supervising student data collection activities are responsible for ensuring that the student has complied with the requirements, and, where appropriate, has submitted an application for ethical approval.

All research involving human beings as participants in the research must have ethical approval from either the University or the NHS as appropriate.

Ethical approval can only be given for your study as presented in the completed Form, if you change the research design, participants etc then you will have to make a new application.

Failure to follow the School's procedure for ethical approval may leave you and the University open to legal action without the protection of an insurance policy and may result in disciplinary action.

WHAT DO WE DO TO ENSURE THAT WE HAVE DEMONSTRATED ETHICAL GOOD PRACTICE?

A Establish the nature of the data collection activity

Deciding on what type of project is planned, determines the necessary steps required to ensure that ethical good practice can be demonstrated. Students, supported by their supervisors, need to

establish the nature of the data collection activity they intend to undertake. Two types of data collection activities have been identified:

Primary (data) research	**Secondary (data) research**
Primary research involves the generation of new knowledge. If it involves human participants it DOES require ethical approval. This includes questionnaires, interviews and focus groups. All primary research taking place outside the UK require ethical approval for insurance purposes	This research does not involve direct or indirect contact with participants, but uses data in the public domain to generate new knowledge. Typically it will include literature review, documentary or other media analysis. It DOES NOT require ethical approval, but nevertheless should be conducted in accordance with copyright law, avoid plagiarism (*1*) (as in any other academic activity), and comply with good practice.

(1) Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way).

B. Ethical Protocol

The purpose of the protocol is to outline the principles of ethical practice for students in the School of Law

Principle 1: Respect for Human Dignity
Research and practice will protect and be sensitive to the multiple and independent interests of the persons involved directly or indirectly in research or in receipt of services. Due regard will be given to age, sex, race, religion, sexual orientation, political beliefs and lifestyle) or other significant difference between such person and the researcher or other participants in the research) when planning conducting and reporting on research or practice activities.

Principle 2: Ensure Integrity and Quality
Research practice must be designed to be of the highest quality and use appropriate methods.

Researchers will never present others' work as their own. Nor will they knowingly misrepresent the findings of their research or the work of others.

Where possible, research participants will be provided with a summary of the research findings and an opportunity for debriefing after taking part in the research, (although participants may not be able to be given their individual results).

Principle 3: Respect for Free and Informed Consent
In law, individuals are presumed to have the capacity and right to make free and informed decisions. Informed consent entails giving as much information as possible about the proposed research or practice aims and processes, in non-technical language so that prospective research participants and service users, and/or their proxies, can make an informed decision about their involvement.

In research, this information will be supplied in written form (information sheet) and signed off (consent form) by the research participant(s). Wherever possible children under sixteen will be facilitated to give fully informed consent. For those with low literacy skills (younger children/adults with learning disabilities) appropriate alternative means of gaining informed consent will be employed. This will mean producing an 'accessible' information sheet that may need to be discussed with support from their parent, caregiver, or other advocate.

The primary objective is to conduct research openly and without deception, and for practice to occur in an environment where the ethos and approach to service provision is transparent.

Principle 4: Respect for Vulnerable Persons
Respect for human dignity entails maintaining ethical obligations towards person whose diminished competence and/or decision making capacity make them vulnerable.

Researchers and practitioners must recognise that vulnerable research participants and service users may experience distress or discomfort that non-vulnerable persons are unlikely to experience. They will therefore take extra care to make the nature and aims of the research or practice clear, taking particular account of the vulnerable person's communication needs and putting them at their ease.

Principle 5: Respect for Privacy and Confidentiality
The confidentiality of information provided and anonymity of respondents or service users must be respected. Appropriate measures will be taken to store data in a secure manner and observe requirements under the Data Protection Act. Any form of publication will not directly or indirectly lead to a breach of agreed confidentiality and anonymity.

Research participants and service users will be informed that their data will be treated in the strictest confidence and, in research, will only reported in anonymised form. In both research and practice, the exception for disclosing certain information would be where there are clear and overriding reasons to do otherwise, for example in relation to the abuse of children. Passing on confidential information without the express permission of the research participant or service user should not be undertaken lightly and legal and professional advice will be sought immediately if this is contemplated.

Principle 6: Participation in a Voluntary Way
Researchers will inform participants of their right to refuse to participate or withdraw at any time and for whatever reason.

Coercion is strictly prohibited and no pressure will be placed on individuals or organisations to participate. Care will be taken if offering an incentive. It is inappropriate to offer excessive payments which might induce participation in a study against the person's better judgement. Small payments may be made in order to compensate research participants for their time and inconvenience. Out-of-pocket expenses may also be met.

Principle 7: Procedures should Avoid Harm
Research and practice will be conducted in such a way that it minimises harm or risk to research participants or service users, and wider society. Research participants' interests or well-being will not be damaged as a result of their participation in the research. The health and safety of service users will be paramount in all activities. Any activity will be stopped immediately if the research participant or service user shows any sign of distress, and will not recommence without the agreement of the person concerned (or his/her parent or person acting in loco parentis, caregiver or advocate).

Research will not place an excessive burden on any individual or organisation participating and will be carried out with regard for mutually convenient times and negotiated in a way that seeks to minimise disruption to schedules and participants.

C. School of Law Guidance

Participant Guidance

Ethical approval covers all participants but particular attention must be given to vulnerable participants.

Vulnerable participants include:

- Children under 16
- Adults with learning disabilities
- Adults with mental illness
- Prisoners
- Young Offenders
- Adults unable to consent for themselves
- Those who could be considered to have a particularly dependent relationship with the researcher, eg pupils of a student teacher, staff supporting a practitioner.
- Other vulnerable groups

Working with children

- You must satisfy yourself that the research you propose to undertake is worthwhile and that the techniques proposed are appropriate.

- You must satisfy yourself that there is a need to involve children and be able to justify this.

- You should ensure that you have familiarised yourself with, and comply with the relevant legal position where it is intended to conduct research with children.

- Where your research involves children every effort should be made to gain assent from the child and informed consent from his/ her parents (or legal equivalent).

- If the research involves children you will require Criminal Records Bureau (CRB) Disclosures. The CRB offers a means to check the background of researchers to ensure that they do not have a history that would make them unsuitable for work involving children.

Working with potentially vulnerable adults

- You must satisfy yourself that the research you propose to undertake is worthwhile and that the techniques proposed are appropriate.

- You must satisfy yourself that there is a need to involve potentially vulnerable adults, e.g. older persons, or those with severe learning difficulties, and be able to justify this.

- You should ensure that you have familiarised yourself with, and comply with the relevant legal position where it is intended to conduct research with potentially vulnerable adults.

- In cases where your research involves vulnerable adults they need to be able to give their informed consent for you to be able to get approval from UREC. However, in cases where this

is not possible, or where the participants are considered not competent to give their consent to the research, then ethical approval needs to be sought from IRAS (Integrated Research Assessment Service). **https://www.myresearchproject.org.uk/Signin.aspx**

- Research that involves vulnerable people requires Criminal Records Bureau (CRB) Disclosures. The CRB offers a means to check the background of researchers to ensure that they do not have a history that would make them unsuitable for work involving vulnerable adults. Overseas students conducting research in the UK will be required to produce a letter from their home police authority confirming their suitability for working with this group.

Recruitment Guidance

Participants should enter into the research freely and willingly and know and understand what they are agreeing to when they take part.

- No one should be made to participate in a research study against their will.
- Those recruiting participants should ensure that no undue influence is exerted in order to persuade the participant to take part in the research.
- Participants should be made aware that participation is entirely voluntary; that refusal will attract no sanction, and that they will not be required to give reasons for refusal; that if they agree to participate in the study, they are free to leave the study at any time without being required to give reasons for leaving.
- Anonymity and confidentiality should be maintained except in exceptional circumstances, which have to be justified.
- It is inappropriate to offer volunteers excessive payments which might induce them to participate in a study against their better judgement. Small payments may be made in order to compensate participants for their time and inconvenience. Out-of-pocket expenses may also be met.

There are a variety of ways for recruiting participants:

- mail out
- email
- telephone
- advertisement
- recruitment carried out by third party (e.g. employer, doctor)
- recruitment carried out by researchers
- contact details obtained from public documents (e.g. phone book)
- contact details obtained from private sources (e.g. employee list, membership database)
- participants from a previous study
- networks/ recommendations
- personal contacts

Consent Guidance

Information Sheet

Informed consent entails giving as much information as possible about the potential research so that the prospective participants and/or their proxies can make an informed decision about their possible involvement. Normally this information should be supplied in written form (information sheet) and signed off (consent form) by the research participant(s). However for those with low literacy skills (younger children / adults with severe learning disabilities / adults who do not speak English) appropriate alternative means of gaining informed consent should be employed. The School recommends that for research being conducted with minors (under 16) then you gain assent from the minor and consent from their parent/guardian. The primary objective is to conduct research openly and without deception.

- Written information should be supplied to participants making clear that the research is for a student thesis/project. It should be written in terms that an ordinary person rather than a specialist in the field can understand i.e. avoid technical jargon. The information provided should be accurate and concise, specific to the proposed research and appropriate for the social and cultural context in which it is being given.

- You must take time over this as it is essential to explain what you are asking participants to do and the possible implications so that they can make an informed decision whether they wish to take part.

- You should consider whether the participant will be able to read the information you provide and consider how to deal with problems of illiteracy or where the participant is not fluent in the language used.

- Gaining the assent of children or consent from vulnerable adults will involve producing 'accessible' information that can be discussed with them and/or their parent, the aim is the same as with any other participant – as outlined above. Even a young child can give assent e.g. a tick or smiley face, and we encourage you to do this as far as is reasonably possible.

NB Please see the School's guidance on Informed Consent.

The information sheet should include the following:

1. the name of the researcher(s)
2. an explanation of what you, the researcher, is hoping to achieve by the research
3. what is going to be done by you, the researcher
4. an explanation of the risks, pain or discomfort, if any, that the participant may experience
5. a clear explanation of what the participant is expected to do during the study
6. a statement that the participant is not obliged to take part, and may withdraw at any time
7. a clear statement of payment arrangements for compensation for the participants time and inconvenience and any out-of-pocket expenses
8. consent statement (this can be separate to the information sheet)

Other information can also be included such as:

a. duration of the study

b. location of the study
c. anticipated outcomes in respect of publication of findings

Consent Form
Having understood the above the participant gives their assent/ and their parent their consent to take part in the study by signing an assent/ consent form, or by an approved alternative means where appropriate, and is given a copy of both the information sheet and the assent/ consent form to keep. Sufficient time must be provided between the request to take part and the confirming assent/ consent (recommend a minimum of two weeks), in order to ensure that the participant has understood the information sheet and had the opportunity to ask questions about the research.

- You should be willing to answer any questions put to you by (potential) participants.

- Participants should understand how far they will be afforded anonymity and confidentiality and should be able to reject the use of data-gathering devices such as tape recorders and video cameras.

- You should inform the participant of their rights under any copyright or data protection laws. Where your research is recorded using audio or video recordings you should obtain the appropriate copyright clearances where necessary.

- You have a responsibility to ensure that the physical, social and psychological well-being of the participant is not adversely affected by the research.

- You should clarify whether, and if so, the extent to which the participants are allowed to see transcripts of interviews and notes and to alter the content, to withdraw statements, to provide additional information or to add glosses on interpretations

- Clarification should also be given to participants regarding the degree to which they will be consulted prior to publication. Where possible, participants should be offered feedback on findings, for example in the form of a summary report.

- It is important that participants should not be offered payments in order to persuade them to take part in any research in which they would not ordinarily take part, although reasonable compensation for time and inconvenience and expenses incurred may be made.

- You should take all reasonable steps to ensure that no harm occurs to participants by virtue of their participation in the study.

- **Consent is only valid for procedures set out on the information sheet**. Should any of the information included on that sheet change during the course of the study, new consent should be sought; participants are free to refuse to consent and withdraw from the study if they wish.

- Under certain survey conditions a signed consent form may not be needed e.g. when adult participants are mailed a questionnaire, return of the questionnaire can be considered to indicate consent. However the researcher must provide proof that the participants will be adequately informed of the purpose of the study, the extent of the participant's involvement

and how the data will be handled with respect to confidentiality. In the case of a postal survey a copy of an abbreviated information sheet or cover letter should be submitted with the application for ethical approval.

- Even a young child can give assent e.g. a tick or smiley face and we encourage you to do this as far as is reasonably possible.

Procedures and Activities for Participants

Procedures. This refers to all forms of 'measurement', so this includes assessment focused questionnaires, and psychological or educational tests.

Activities. This includes activities such as completing a questionnaire, keeping a diary, participating in a class that is not part of standard provision, or taking part in an interview, focus group and so on.

- The School recommends that for non-vulnerable populations, activities that require the participant to do something, such as participating in a focus group/ interview, no individual activity should last more than 2 hours. For vulnerable populations such as children, adults with learning difficulties this should be no more than 30minutes for one to one activities or 2 hours over several days.

- If you are observing participants, then the School recommends a maximum of 4 hours, it is important if you are observing activity, you do not disrupt the activity the participant is engaged in.

Physical Risks

- We would not expect any Student research to be entered into knowing that it is likely to cause adverse effects, risks or hazards. The most likely physical risk is likely to be around inconvenience either to the participant or to the organisation where the research is being carried out. However, you need to be aware that it can be difficult to anticipate reactions, particularly when working with vulnerable populations, and therefore you need to be prepared.

- It would be expected that you would stop the activity and only proceed (usually on another day) once you have regained consent from the participant/parent and that you are fully sure they understand what you are doing and what is expected of them.

- You should be flexible with your data gathering for example If the activity proves to be inconvenient for the participant then you need to be prepared to cancel or rearrange.

Social Risks

- We would not expect student research to discuss any topics or issues that might be embarrassing or upsetting, or that criminal or other disclosures requiring action could take place during the study (e.g. during interviews/group discussions). However, people are unpredictable and therefore you need to think through how you would deal with a participant who becomes embarrassed or upset, or makes disclosures of a criminal nature.

- The School recommends that this is dealt with by a procedure of ongoing consent checking. This will provide participants an opportunity to decline to answer particular sets of questions or discuss particular topics. It is recommended that you stipulate that you would stop the activity (dependant on the severity of the reaction) or move on to the next discussion area where this is appropriate, for example, in addition to using ongoing consent checks.

Confidentiality

The confidentiality of information supplied by research participants and the anonymity of respondents must be respected.

- You should not give unequivocal guarantees of confidentiality and anonymity. Where given such guarantees must be honoured, unless there are clear and overriding reasons to do otherwise, for example in relation to the abuse of children. You should be aware that legal challenge may preclude the honouring of such a guarantee. Passing on confidential information without the express permission of the participant should not be undertaken lightly and legal and professional advice should be sought immediately if this is contemplated. For example, if a child/ young person or an adult revealed that they are being harmed in any way, then the researcher has a duty to report to an appropriate authority, ideally with their knowledge and agreement of whom to tell, but this may not always be appropriate with young children. The School recommends that if this situation occurs then initially you should consult with your supervisor before taking further action.

- Appropriate measures should be taken to store research data in a secure manner. You should be aware of your obligations under the Data Protection Act. Where appropriate and practicable, methods for preserving anonymity should be used including the removal of identifiers, the use of pseudonyms and other technical means for breaking the link between data and identifiable individuals.

- Data and results obtained from the research should only be used in the way(s) for which consent has been given. Informed consent is the most important part of the Data Protection rules for researchers.

Data Protection

Data must be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept longer than necessary
6. Processed in accordance with the participant's rights
7. Secure
8. Not transferred to settings without adequate protection.

Electronic Processing

Adequate precautions should be taken when processing data on networked systems.

1. Ensure that there are appropriate arrangements for security of personal information when it is stored, sent or received by fax, computer, e-mail or other electronic means.
2. Where necessary professional advice should be taken on how to keep information secure before connecting to a network.

3. Ensure that your own fax machine and computer terminals are in secure areas. Faxed data should only be sent if you are sure, as far as possible, that the data cannot be picked up or seen by anyone other than the intended recipient.
4. It is recommended that students remove all identifiers and that ID numbers or pseudonyms are used as a means of breaking the link between data and identifiable individuals. Where the links need to be preserved in order to match data sets in a repeated measures design, coding frames including participant identities are to be kept securely e.g. on a datastick in a locked draw. **Under no circumstance** should they be stored on the same PC/laptop as the data base.
5. Any video or digital images should be only stored on your University P drive.
6. You should note that information sent by e-mail through the internet may be intercepted, when deciding whether and in what form to transmit personal information.

Participant Feedback Guidance

It is appropriate for research participants to be able to receive feedback on research they have been involved in, where this is possible. You should consider the issue of informing the participants of the results of the research or where they may be able to get access to this information (although participants may not be able to be given their individual results).

What happens if I want to publish the research?

- You must tell the proposed participant in advance if you have any intention of publishing the results of the study.

- You must explain the extent to which, if at all, any identifying information about the participant will appear in the publication.

- If identifying information about the participant is intended to be published you must obtain and keep specific written agreement from the participant.

- Preferably these issues should be addressed on the initial information sheet that is issued before participant gives their consent.

Obligations on researchers

- It is expected that, in addition to the above, you will abide by any guidelines issued by professional bodies to which you belong or which govern research in your area. Where such guidelines conflict with the above, the advice of the School's Ethics Advisory Committee should be sought.

- Researchers should never present others' work as their own. Nor should they knowingly misrepresent the findings of their research or the work of others. See also plagiarism (http://www.campus.manchester.ac.uk/staffnet/policies/)

- Any study should be stopped immediately on request, or if the participant shows any sign of distress, and should not recommence without the agreement of the participant (or his/her parent or person acting in loco parentis, caregiver or advocate).

- Should you need to use participants for your research obtained via an NHS source, or the participants are adults and are unable to consent themselves then ethical approval **must** be sought from IRAS (Integrated Research Assessment Service). **https://www.myresearchproject.org.uk/Signin.aspx**

Whilst these guidelines are not exhaustive, they indicate a set of obligations to which researchers should normally adhere. Responsibility for both interpretation and compliance rests with the researcher and their supervisor.

D. Follow guidance on research ethics and good governance

You should ensure that your project complies with good research practice. The following sources provide further information:

Source of information/act	URL
Economic and Research Council (ESRC)	http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research_ethics_framework/
British Educational Research Association (BERA) – important if working with children	http://www.bera.ac.uk/blog/category/publications/guidelines/
British Sociological Association	http://www.britsoc.co.uk/equality/
Association of Social Anthropologists	http://www.theasa.org/ethics.htm
Criminal Records Bureau (CRB)	http://www.crb.gov.uk/
NHS - IRAS (Integrated Research Assessment Service)	https://www.myresearchproject.org.uk/
The Human Rights Act (1988)	http://www.opsi.gov.uk/ACTS/acts1998/ukpga_19980042_en_1
Data Protection Act (1988)	http://www.opsi.gov.uk/Acts/Acts1998/ukpga_19980029_en_1 http://www.informationcommissioner.gov.uk/
UK Copyright Act (1988)	http://www.opsi.gov.uk/acts/acts1988/ukpga_19880048_en_3
Race Relations Act (1976)	http://www.opsi.gov.uk/acts/acts2000/ukpga_20000034_en_1
Race relations (Amendment) Act 2000	http://www.opsi.gov.uk/si/si2003/20031626.htm
Disability Discrimination Act (1995)	http://www.opsi.gov.uk/acts/acts1995/1995050.htm
Freedom of Information Act (2000)	http://www.opsi.gov.uk/Acts/acts2000/ukpga_20000036_en_1 http://www.informationcommissioner.gov.uk/
Communications Act (2003)	http://www.opsi.gov.uk/acts/acts2003/ukpga_20030021_en_1
Health and Safety Services Guidance on Lone Working	http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/lone_working-g.pdf.
University of Manchester	http://www.campus.manchester.ac.uk/staffnet/policies/ Code of Practice for Dealing with Allegations of Misconduct in Research Disability Discrimination Act Policy Equality & Diversity Policy Freedom of Information Act Policy Health & Safety Policy Harassment, Discrimination & Bullying Policy Intellectual Property Policy (guidance on) Plagiarism and other forms of academic malpractice University's data protection policy

E. Glossary of Definitions:

Consent – the voluntary agreement of a person or group, based on adequate knowledge and understanding of relevant material, to participate in research. Informed consent is one possible result of the informed choice process, the other possible result is refusal.

Confidentiality – the obligations of persons to whom private information has been given is not to use the information for any purpose other than that for which it is given.

Deception – this occurs when research participants have essential information withheld and / or are initially misled about procedures and purposes. This includes studies where participants are deliberately given misleading info about the purposes of the study.

Ethics – the study of morals and values; that is, the study of right and wrong, justice and injustice, virtue and vice, good and bad, and related concepts and principles.

Ethical / Unethical – right or morally acceptable / wrong or morally unacceptable.

Harm – that which adversely affects the interests or welfare of an individual or a group

Research – this involves systematic investigation to establish facts, principles and knowledge.

Research participant – living individual (or group of living individuals) from/about whom a researcher obtains data through intervention or interaction with the person, or identifiable private information from other sources such as records or third parties.

Risk – the function of the magnitude of a harm and the probability of its occurrence

Voluntary – free of coercion, duress or undue inducement.

F. Risk Assessment

A risk assessment is simply a careful examination of anything that may cause harm to you or others during the course of your study, particularly when studies are carried out outside the University campus. Once you and your supervisor have identified the risks, you will then be able to decide upon the most appropriate action to take to minimise the likelihood of anyone being hurt. The aim is to prevent accident and illness. **Risk Assessment of all activities is required by Law.**

See: http://www.law.manchester.ac.uk/student-intranet/health-safety-and-risk/management/

The ethics template requires you to make a risk assessment of your project. The School's generic risk assessment documents are listed below. If your project does not fall within these generic risk assessments you will have to complete a full risk assessment form, with guidance from your supervisor, outlining the specific risks you anticipate and the measures you plan to take to address them.

School of Law Generic A: Normal office work on campus
School of Law Generic B: Off-campus work in UK
School of Law Generic C: Low risk overseas destinations
Full Risk Assessment pro-forma

One of the biggest risks is the safety of investigators working alone, particularly when such work is undertaken off campus. Health and Safety Services Guidance on Lone Working at http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/lone_working-g.pdf. If you are going to work alone, you should think about associated risks to the researcher and sensible safeguards for those risks.

G. Disclosure and Barring Service (DBS) check

If you complete an ethical approval form for a project that involves working with under-18s (or adults with learning difficulties), you will need to obtain a satisfactory DBS enhanced check

To do this contact:

Susan Rowe
Tel: +44 (0) 161 306 1100
Email: susan.rowe@manchester.ac.uk

She will give you a CRB application form and instructions on how to proceed. MAKE SURE SHE KNOWS THAT YOU ARE FROM THE SCHOOL OF LAW.

When completed, she will send the forms off. Both you and she will get a reply from the DBS (this can take about 6 weeks). Susan Rowe will then notify the relevant person in the Teaching and Student Support Office that a satisfactory DBS disclosure has been received for you.

Any ethical approval you may have received before this point is conditional on the relevant Office receiving this notification.

Disclosure and Barring Service website

Working outside the UK

Students working with under-18s (or adults with learning difficulties) outside the UK still need a DBS disclosure: the University expects the same standards to apply to the conduct of research within and outside the UK. You should be aware that the country where you are intending to do your research may have additional requirements. It is up to you to find out if this is the case and to comply with these.

International students

International students working with under-18s, whether in the UK or outside, also need a DBS check, even if you have only been in the UK a short time. You may find that the organisation where you intend to work will also require some kind of statement from the authorities in your home country confirming that you do not have a criminal record which would disqualify you from working with under-18s (or adults with learning difficulties).