

## **Policy and procedure for use of the DBS update service**

### Policy Statement

The CSAS Registered Body supports the use of the DBS update service for the checking of Disclosure information in relation to both new appointments and existing appointments, where the role is eligible for a DBS check.

### About the DBS update service

The DBS update service allows:

- Applicants to keep their DBS Disclosure Certificates up to date;
- Employers/appointers to check a DBS Disclosure Certificate.

The employer or appointer can only make the status check if they could also legally request a new DBS application for the role the individual will be working in.

### Benefits of joining the update service

The applicant will be able to take their DBS certificate from one job or role to the next unless:

- The employer or appointing organisation asks them to apply for a new certificate;
- A certificate is needed for a different 'workforce' e.g. the existing certificate is for the child workforce and the new job or role is for the adult workforce;
- A different level certificate is needed e.g. the existing certificate is enhanced but the new job or role is regulated activity and a barred list check is required.

The applicant manages their own subscription online. The applicant can check the certificates that they have registered with the service, add or remove certificates, view those organisations that have used the service to check their certificate, update contact details and renew or cancel their subscription.

Once an individual has joined the update service, with their consent, their employer, or appointer, can go online and carry out a free of charge and instant 'status check' to find out whether the information contained on the DBS certificate is current.

### Registering to use the update service

Applicants need to register to use the update service (see <https://www.gov.uk/government/collections/dbs-update-service-promotional-material> for further information). There is an annual fee but there is no charge if you are a volunteer.

There is no charge for organisations to carry out an online status check.

If an applicant has not yet applied for a DBS check they can register for the update service using their application form reference number. The DBS must receive their application form within 28 days of registering for the update service. This might not be possible if there are errors or queries on the application form that require resolution before submission to the DBS. For this reason, we recommend that applicants register for the update service after their Disclosure Certificate has been issued. This must be done within 30 days of the certificate being issued.

To enable individuals to reuse their DBS certificates and the update service, the relevant workforce must be included in line 1 and the position applied for in line 2 of the original paper application and at the relevant place on e-bulk applications.

### Gaining consent to carry out a status check

This consent is obtained when the applicant signs the declaration on the Safeguarding Self-declaration (SSD) form.

### Withdrawing consent for the employer/appointing organisation to carry out a status check

To withdraw consent for the Church to carry out a status check, the applicant should contact the safeguarding office. The safeguarding office will send the applicant a form to complete and return or take verbal instruction once the applicant's identity has been confirmed and complete the form on their behalf. Verbal consent must be followed up with written confirmation by letter or email which can be appended to the form completed by the safeguarding office. This form must be filed with the original safeguarding self-declaration (SSD) form which provided the initial signed consent.

### Before carrying out an online 'status check'

#### **For safeguarding personnel, counter-signatories and employers:**

Before carrying out a status check you will be asked to complete a legal declaration confirming that you have the permission of the individual and that you have the legal right to ask the exempted question; that is the legal right to request for a person to reveal their full criminal history, including spent convictions but excluding protected cautions and convictions that will be [filtered from a criminal record check](#). By making this declaration you are saying that you have the right to be given the information to make a suitability assessment and the information is at the level you are legally entitled to request in relation to the role you are recruiting for.

The following must be fulfilled before you carry out a status check.

- The role must be confirmed as being eligible for a DBS check;
- The DBS Certificate must contain the exact workforce that you are entitled to know about for the role you are recruiting/appointing to  
e.g. If the applicant's existing Certificate is for the adult and child work force and they are now applying for a role with/or working within the child workforce only, the applicant would be required to apply for a new check;
- The applicant must be legally entitled to the same level of DBS Certificate e.g. enhanced or enhanced with barred list  
e.g. If their existing check is enhanced with an adult barred list check and they are now applying for a role which only requires an enhanced check, or a check of the child barred list, the applicant would be required to apply for a new check;
- The applicant must have given their permission for the check;
- The original Disclosure Certificate must have been seen by the person carrying out the status check (it is not sufficient to be sent a photocopy or scanned image of the certificate based on current DBS guidance);
- The identity of the individual must be verified and checked against the information held on the original Disclosure Certificate (same name and date of birth).

Applicants must always be asked if there has been a name change since their last disclosure certificate and if there has been, they must apply for a new check regardless of whether the original check was carried out by CSAS or another Registered Body. They are then able to link the two checks together on their update service account for the purposes of future update checks.

## Consent to undertake a status check

### **DBS Certificate originating from another Registered Body**

Consent to undertake the check will be obtained via the safeguarding self-declaration (SSD) form. In all cases, the original Disclosure Certificate must be seen and the person's identity verified as if a new check were being undertaken by the CSAS Registered Body.

### **DBS Certificate originating from the CSAS Registered Body**

Although the applicant will have given consent on the original SSD for the CSAS Registered Body to undertake periodic status checks before the status check is carried out, the applicant must be asked to declare any changes to their circumstances e.g. a change in workforce or type of activity, a name or address change. If there is a change in name, a new disclosure will need to be applied for.

The applicant should be offered the opportunity to complete a new SSD which they can send to the safeguarding office, to declare any relevant changes in criminal record

## Identity verification for a status check

### **DBS Certificates processed by the CSAS Registered Body via the same diocese, congregation or organisation**

It is not necessary to request sight of the original DBS Certificate or undertake new identity verification if there are clear records to demonstrate that the original certificate, or outcome on Ebulk, was seen and identification was verified when the original disclosure was undertaken. For example, there is an entry on the national database and the original ID verification form can be checked. If for any reason the person carrying out the status check is not satisfied that they can verify the identity of the individual using existing records, they should undertake identity verification in line with the processes below.

### **DBS Certificates processed by the CSAS Registered Body but via a different diocese, congregation or organisation**

For applicants whose check was originally carried out and recorded by the CSAS Registered Body but via a different diocese, religious congregation or organisation, the original certificate must be seen and identity verified before a status check is carried out. The 'update service identity verification' form (DBS13), can be used for this purpose if full identify verification has already taken place when the person was appointed to the role. If the applicant's identity has not already been verified as part of the appointment process, then the process for applicants whose DBS Certificate was processed by a different Registered Body must be followed.

For applicants whose original check was carried out by the CSAS Registered Body but are required to re-verify their identity it is advised that as a minimum, the applicant provide one of the eight documents listed on the update service identity verification form (DBS13) which have been taken from groups 1 and 2a of the DBS ID verification guidelines. It is the responsibility of the person carrying out the status check to establish the identity of the applicant and this is the minimum standard recommended. If the person carrying out the status check is unable to satisfy themselves as to the identity of the individual then a new check should be requested.

If the person undertaking the ID verification is not the same person carrying out the status check, photocopies of the identification documents and the DBS status check identity verification form (DBS13) must be provided to the person carrying out the status check.

All documentation should be kept in accordance with the record retention schedule.

## Undertaking an online status check

Go to [Gov.uk](http://Gov.uk) and search for “DBS Update Service”.

The online system will require that the following information is entered by the person undertaking the online status check:

- The name of the organisation;
- The forename and surname of the person conducting the online check;
- The details of the DBS certificate being checked;
- The DBS certificate number;
- The current surname of the DBS certificate holder as shown on their DBS certificate;
- The date of birth of the DBS certificate holder in the format DD/MM/YYYY, as shown on the DBS certificate.

The system will present a legal declaration which should be read before ticking the “I agree with the legal declaration” check box to proceed.

A result for the entered information will be presented on screen. The person undertaking the online status check must print a copy of the result as evidence of the check being undertaken and return this to the applicant with their original Disclosure Certificate. The result must be entered onto the national database and handled in the same confidential manner as content on the Disclosure Certificate itself.

The result will provide one of the following statements:

1. This DBS certificate did not reveal any information and remains current as no further information has been identified since its issue. This means:
  - The DBS certificate when issued was blank (it did not reveal any information about the person);
  - No new information has been found since its issue and can therefore be accepted as still being current and valid.
2. The DBS certificate remains current as no further information has been identified since its issue. This means:
  - The DBS certificate revealed information about the person;
  - No new information has been found since its issue and can therefore be accepted as being still current and valid.
3. The DBS certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information. This means:
  - New information has come to light since the DBS certificate was issued and you will need to apply for a new DBS check to see this new information.
4. The details entered do not match those held on our system. Please check and try again. This means either:
  - The individual has not subscribed to the update service;

- The DBS certificate has been removed from the update service;
- You have not entered the correct information.

### Changes to Certificate status

For all DBS certificates the status will change if:

- New convictions, cautions, reprimands or warnings have been added to police records;
- An amendment has been made by the police to current convictions, cautions, warnings or reprimands.

For enhanced DBS certificates the status will change if:

- As above plus if the person becomes added to either/both barred lists.

If the status check reveals there has been a change, a discussion must take place with the individual concerned and the change must be risk assessed in line with the procedure for dealing with blemished Disclosures.

In circumstances where an individual is subscribed to the update service and the status check indicated a change to the Disclosure Certificate content which resulted in a new Disclosure application being made, the Registered Body can obtain a copy of the resulting Disclosure Certificate from the DBS if the following conditions are met in full:

- The DBS released the new certificate to the applicant more than 28 days ago, **and**
- The applicant has not submitted their certificate to the safeguarding office.

### Frequency of DBS searches for new information

- When a person adds their DBS certificate to their update service account, the DBS will search regularly to see if any new information has come to light since it was issued. The frequency varies depending on the level and type of DBS certificate.
- For criminal conviction and barring information the DBS will search for updates on a weekly basis.
- For non-conviction information, the DBS will search for updates every 9 months.
- The DBS will not inform the Registered Body if a status changes.