

Disclosure & Barring Service Update Service

What is the Update Service?

For an annual subscription (free for volunteers) applicants can have their Disclosure & Barring Service certificate kept up-to-date and take it with them from role to role, within the same workforce, where the same type and level of check is required. Applicants need to register their certificate within 30 calendar days from the certificate issue date.

You cannot carry out a Status Check using the Update Service for roles that involve working with children and vulnerable adults at the individual's home address. This is because the Update Service will only check for new information about the person who has subscribed to the Update Service and not others who may be living at the home address. ***You must apply for a new DBS check when the individual is homeworking.***

How to do a Status Check:

- see the original DBS certificate – note number, surname and date of birth
- check identity of individual – e.g. passport or driving licence
- check the level and workforce(s) on the certificate match those required for the role – see notes on page 2 below
- obtain the individual's written consent to perform a status check
- complete the status check online [here](#) – see notes on page 3 below
- save a copy of the status check result and record in your DBS records/Safeguarding Hub
 - when the status check result is:
 - This Certificate remains current as no further information has been identified since its issue*
 - or
 - This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.*
- notify the diocesan safeguarding team as soon as possible – see notes on pages 4-5 below (e:safeguardingsupport@cofebirmingham.com t: 0121 426 0407)
- renew every three years

Checking the level of the certificate and the workforce(s)

Examples

A volunteer wants to work as a leader in the church’s after school club. This role involves Regulated Activity with children. The certificate the volunteer shows you must be an enhanced certificate with barring list information for the child workforce.

A volunteer wants to work with your pastoral team visiting those who are housebound due to age, illness or disability. The role involves substantial contact, but not Regulated Activity, with adults who are vulnerable due to age, illness or disability. The certificate the volunteer shows you must be an enhanced certificate without barring list information for the adult workforce.

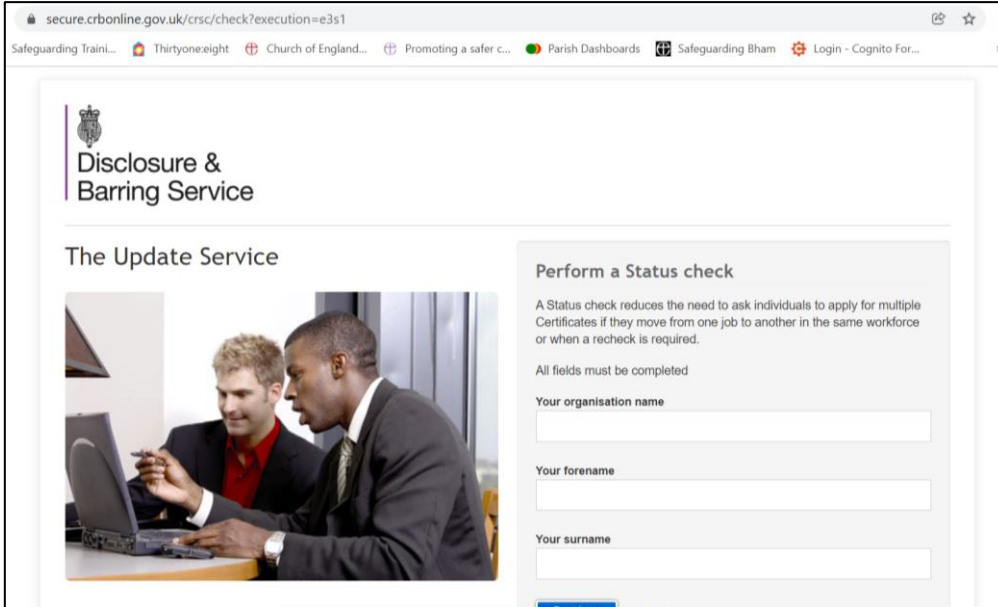
A volunteer wants to work in your weekly youth group with young people and young adults who have learning difficulties and require assistance with personal care. The role involves Regulated Activity with both children and adults. The certificate the volunteer shows you must be an enhanced certificate with barring list information for the child and adult workforces.

The image shows an 'Enhanced Certificate Page 1 of 2' from the Disclosure & Barring Service. The form is annotated with several callout boxes:

- Top Left:** 'The Certificate must always be 'Enhanced'' points to the purple 'Enhanced Certificate' header.
- Top Right:** 'Note the Certificate number & date' points to the 'Certificate Number' and 'Date of Issue: 30 OCTOBER 2013' fields.
- Middle Left:** 'The Personal Details must be consistent with the ID documentation you see' points to the 'Applicant Personal Details' section (Surname, Forename(s), Other Names, Date of Birth, Place of Birth, Gender).
- Middle Right:** 'Check which workforce(s) the Certificate is for' points to the 'Employment Details' section (Position applied for: CHILD AND ADULT WORKFORCE INSTRUCTOR, Name of Employer).
- Bottom Left:** A large box states: ''NOT REQUESTED' here means no check of the barred list for this workforce has been made and the Certificate cannot be used for roles which involve Regulated Activity'. It points to the 'DBS Children's Barred List information' and 'DBS Adults' Barred List information' sections, both of which show 'NONE RECORDED'.
- Bottom Right:** Another large box states: ''NONE RECORDED' here means a check of the barred list for this workforce(s) has been made and there is no information'. It points to the same 'DBS' barred list sections.
- Bottom Center:** A box states: 'If there is any information here, you must contact the diocesan safeguarding team'. It points to the 'Police Records of Convictions, Cautions, Reprimands and Warnings' section, which shows 'NONE RECORDED'.
- Bottom Right (Bottom):** A box states: 'If the applicant is barred from either workforce, you must contact the Diocesan Safeguarding Officer immediately'. It points to the 'Other relevant information disclosed at the Chief Police Officer(s) discretion' section, which also shows 'NONE RECORDED'.

Performing a Status Check

- Go to the Update Service page of the Disclosure & Barring Service website:



The screenshot shows the 'Perform a Status check' page on the Disclosure & Barring Service website. The page includes the following elements:

- Logo for Disclosure & Barring Service.
- Section title: 'The Update Service'.
- Image: Two men in business attire looking at a laptop.
- Section title: 'Perform a Status check'.
- Text: 'A Status check reduces the need to ask individuals to apply for multiple Certificates if they move from one job to another in the same workforce or when a recheck is required.'
- Text: 'All fields must be completed'.
- Form fields:
 - Your organisation name
 - Your forename
 - Your surname
- Blue button: 'Perform a status check'.

- Enter the name of the organisation that will be employing the volunteer or paid worker. This will usually be the name of your church.
- Enter your own forename and surname.
- Enter the applicant's Disclosure & Barring Service certificate number.
- Enter the current surname of the Disclosure & Barring Service certificate holder – as recorded on their certificate.
- Enter the date of birth of the Disclosure & Barring Service Certificate holder – as recorded on their certificate.
- You will be asked to read and agree a legal declaration before proceeding. You should only tick the agree box if you are sure you are legally entitled to see the same level of disclosure and the same workforce as appears on the applicant's certificate for the role you wish them to undertake.
- Always save a copy of the status check result

What does the Status Check result mean?

There are four possible responses to the request for a Status Check. **Only number 1 below allows you to appoint the applicant.** For all other responses - numbers 2 – 4 below - you must either contact the diocesan safeguarding team or apply for a new Disclosure & Barring Service (DBS) check

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, i.e. it did not reveal any information about the person; and no new information has been found since its issue and can therefore be accepted as being still current and valid.

ACTION:

- save a copy of the status check result and record in your DBS records/Safeguarding Hub
- continue with the appointment process

2

This DBS certificate remains current as no further information has been identified since its issue.

This means the DBS certificate **revealed information** about the person; and no new information has been found since its issue and can therefore be accepted as being still current and valid.

ACTION:

- save a copy of the status check result and record in your DBS records
- send the DBS certificate, a copy of the Status Check result and the confidential self-declaration form to the Diocesan Safeguarding Officer at The Church of England – Birmingham, JC House, 190 Corporation Street, Birmingham B4 6QD.
e: safeguardingsupport@cofebirmingham.com
- DO NOT continue with the appointment process until the diocesan safeguarding team contact you to advise the outcome of the safeguarding assessment.

3

This 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.

ACTION:

- save a copy of the status check result and record in your DBS records
- ask the individual to apply for a new DBS check
- send the DBS certificate, a copy of the Status Check result and the confidential self-declaration form to the Diocesan Safeguarding Officer at The Church of England – Birmingham, JC House, 190 Corporation Street, Birmingham B4 6QD.
e: safeguardingsupport@cofebirmingham.com
- DO NOT continue with the appointment process until the diocesan safeguarding team contact you to advise the outcome of the safeguarding assessment.

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

ACTION:

- save a copy of the result
- check the information you have entered.
- if the information entered is incorrect repeat the status check procedure.
- If the information entered is correct, ask the individual to apply for a new DBS check

If you have any queries or are unsure about any part of these procedures do not appoint the volunteer or worker and contact - safeguardingsupport@cofebirmingham.com.