

DBS Update Service - Guide

Diocesan Safeguarding Team

June 2024

Are DBS disclosures portable?

Section 9 of The Church of England's Safeguarding e-manual states the following:

Disclosure certificates obtained from previous or other employers, or in previous or other voluntary roles, are not portable unless the individual is registered with the 'DBS Update Service'. If an individual is subscribed to the DBS Update Service, they must be asked to confirm which workforce (i.e. Child, Adult, Child & Adult, Other) and level of DBS their current DBS certificate is for. If these details meet the requirements of the new role then the DBS Certificate should be viewed and the DBS Update Service accessed to establish if anything has changed since the certificate was issued.

If a candidate is not registered with the DBS Update Service or is registered but his/her existing DBS Certificate is not for the correct workforce or it is for a higher/lower level of check than is required, a new Disclosure Application form must be submitted. As part of the Disclosure Application form process, individuals may be encouraged to subscribe to the annual DBS Update service in order that this can be accessed for any future DBS rechecks, rather than a full application having to be repeated again (although see below in relation to home-based roles).

What's the Update Service?

- The Update Service is an online subscription that allows employers to carry out a free, instant online check, called 'a status check', to view the status of the existing DBS certificate. This is separate from APCS services.
- The service is available for the enhanced and enhanced plus (with barring) levels of checks.
- There is an annual subscription fee of £13 for paid roles.
- The service is free for volunteers.

How to join?

Individuals can join with their DBS application form e-reference number during the application process. This must be done **within 28 days** of the application being created.

or

Individuals can join after the DBS certificate being issued using the certificate number. This must be done **within 30 days** of the 'date of issue' shown on the certificate.

The page on the government website where you can register for the Update Service:

[DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-update-service)

When the Update Service can be used?

The Update Service can be used when **all** the statements below apply to you:

- ✓ You have seen the hard copy of the certificate that is held on the Update Service. *If the individual is unable to produce the original copy, you need to carry out a new check from scratch*
- ✓ The level of check and the workforce stated on the certificate both are **exactly the same** as those required for the role in your parish. *If they are not the same, you need to carry out a new check from scratch*
- ✓ You have seen the individual's ID to confirm their identity
- ✓ You have the individual's consent to carry out the status check
- ✓ You have been given the individual's date of birth

How to ascertain level of check and workforce on the original certificate?

Enhanced Certificate
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Disclosure & Barring Service

DBS Fee Charged

Certificate Number 001526019470

Date of Issue: 12 APRIL 2016

Applicant Personal Details

Employment Details

Surname: [REDACTED]

Forename(s): [REDACTED]

Other Names: NONE DECLARED

Date of Birth: [REDACTED]

Place of Birth: NEATH WEST GLAMORGAN

Gender: MALE

Position applied for: **CHILD WORKFORCE** - TEACHER

Name of Employer: [REDACTED]

Countersignatory Details

Registered Person/Body: [REDACTED]

Countersignatory: [REDACTED]

Police Records of Convictions, Cautions, Reprimands and Warnings

NONE RECORDED

Information from the list held under Section 142 of the Education Act 2002

NONE RECORDED

DBS Children's Barred List information

NONE RECORDED

DBS Adults' Barred List information

NOT REQUESTED

Other relevant information disclosed at the Chief Police Officer(s) discretion

NONE RECORDED

Enhanced Certificate
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

How to ascertain level of check and workforce on the original certificate?

1. **Certificate number** – 12 digits in the top right corner of the certificate
2. **Workforce** – Child/Adult/Child and Adult. This certificate is for child workforce only
3. **‘NONE RECORDED’ note.** This means that the barred list check for the appropriate workforce was requested – the check is at the enhanced plus level
4. **‘NOT REQUESTED’ note.** This means that the barred list check for the appropriate workforce was not requested – the check is at the enhanced level

How to carry out the status check?

There are 4 steps:

1. Go to [DBS CRSC \(crbonline.gov.uk\)](http://crbonline.gov.uk)

2. Enter the details and click on **'Continue'**



The Update Service



Welcome to the Update Service. A Status check allows organisations to see if any relevant information has been identified about the individual since their Certificate was last issued. This 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.

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date – saving you both time and money.

The outcome of a valid Status check will be one of the following:

- **This Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's Certificate contains no criminality or barring information and no new information is available.
- **This Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available.
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and

Perform a Status check

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.

All fields must be completed

Your organisation name

Your forename

Your surname

or

How to carry out a status check?

3. Enter the details and click on 'Continue'
4. The next page will display the result of the check

The Update Service



A Status check allows organisations to see if any relevant information has been identified about the individual since their Certificate was last issued.

The outcome of a valid Status check will be one of the following:

- **This Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's Certificate contains no criminality or barring information and no new information is available.
- **This Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available.
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check.

Diocese of Guildford

Perform a Status check

All fields must be completed

Certificate number

What is this?

Applicant's surname on Certificate

Date of birth on Certificate

DD/MM/YYYY

By continuing, you confirm you have the consent of the person being checked and understand that they will be made aware that you have performed a Status check on their Certificate.

[Continue](#) or [Cancel](#)

How to interpret status check results?

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 being still current and valid

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
- no new information has been found since its issue and can therefore be accepted as being still current and valid

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

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

What to do next?

1. Make a note of the following details on your local records:

- Full name
- Role
- Certificate number
- Date of check
- Renewal date (currently every 3 years)
- Level of check
- Workforce
- Result - clear/blemished?

2. Delete/shred the status check result. It can be stored for a **max of 6 months**.

FAQ

Q. How can I find out if someone has subscribed to the Update Service?

A. The only way to find out is to ask the person.

Q. Can I promote the Update Service among our applicants?

A. Please do! This service gets an instant result, so it saves you time. It is free to use by employers, so it also saves your parish money.

Q. Can I hold more than one certificate on the Update Service?

A. You can add several DBS certificates for voluntary positions to the subscription that was set up either for a voluntary or paid role. However, if you move from a voluntary position to a paid position you will need to have a new DBS check, re-join the Update Service with your new certificate and pay the annual fee (currently £13).

Q. Can I automatically renew my subscription?

A. Yes, you can set it up when you first join the Update Service. Please note, even if you are on automatic renewal, the status check still needs to be carried out as part of the safer recruitment process.

Useful links

- [Section 9 Church of England Safeguarding e-manual](#)
- [DBS Update Service – employers guide](#)
- [DBS Update Service – applicant guide](#)
- Diocesan DBS Coordinator: Marzena.Mazurkiewicz@cofeguildford.org.uk; DBS@cofeguildford.org.uk