

Certificates registered with the DBS* Update Service

*DBS – Disclosure and Barring Service

Background

The DBS Update Service is an online subscription service that lets individuals keep their DBS certificates up to date and allows employers or organisations to check a certificate status online, with the individual's consent. Once registered with the DBS Update Service, the same certificate can be used again when applying for a position which is in the same workforce and where the same type and level of check is required.

Registration of a certificate lasts for one year and registration is free for volunteering positions, however paid positions cost £13 a year. Certificates need to be registered with the DBS Update Service strictly no later than 19 days from the date of issue, shown on the certificate. The DBS will contact individuals each year to confirm renewal of their subscription. If they do not receive a response from the individual, the certificate is withdrawn from the update service.

Status Update Check Process

If an individual advises the Incumbent or Parish Safeguarding Officer that his/her DBS certificate has been registered with the DBS Update Service, the Incumbent or Parish Safeguarding Officer should advise the Diocesan Safeguarding Administrator, who is authorised by the DBS to carry out a status update check on behalf of the Diocese of St Edmundsbury and Ipswich.

Important Note: The DBS status update check **does not** provide the Diocesan Safeguarding Administrator with a copy of the individual's DBS certificate.

To carry out a DBS Update Service check, the Diocesan Safeguarding Administrator requires the following:

- **Completion of a consent form (appendix A)**
- **Original Certificate**

The importance of the Diocesan Safeguarding Administrator having sight of the certificate is to firstly check that the DBS certificate covers the workforce of the new position e.g. *Child and/or Adult Workforce* and the same type and level of check is covered. Secondly, information contained on the certificate is used to carry out the status update check. Without the certificate the status update check cannot be carried out.

Alternatively, the certificate can be seen by the Incumbent or Parish Safeguarding Officer. However, once seen a copy of the certificate must be taken (***all sections, all sides and all parts***) and a consent form (***appendix A***) completed by the individual. The photocopy and signed consent form are then forwarded to the Diocesan Safeguarding Administrator at the Diocesan Office by email or post. Once received, a DBS status update check can then be carried out by the Diocesan Safeguarding Administrator

The status update check will only provide the following information on screen:

- **This DBS certificate did not reveal any information and remains current as no further information has been identified since its issue.**
- **This DBS certificate remains current as no further information has been identified since its issue.**
- **This DBS certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information.**
- **The details entered do not match those held on our system. Please check and try again.**

After the check has been completed and did not raise any questions or cause for concern, the Diocesan Safeguarding Administrator will inform the individual that a status update check has been carried out. The Diocesan Safeguarding Administrator will then issue a 'Safe to Recruit' notification email and send it to the Incumbent and Parish Safeguarding Officer. On issue of these notifications, the DBS process for the individual is complete.

Certificate Renewal

If a certificate is due for renewal and a DBS status update check has been carried out previously by the Diocesan Safeguarding Administrator, there is no need for the individual to complete another consent form or provide their certificate again. The Incumbent or Parish Safeguarding Officer should inform the Diocesan Safeguarding Administrator that the certificate is due for renewal and a status update check has been previously carried out by the Diocese. The Diocesan Safeguarding Administrator will carry out a new status update check using the details previously provided and will inform the individual, Incumbent and Parish Safeguarding Office once complete.

Further Information

Further information regarding the DBS update service, as well as a guide for applicants, can be found at <https://www.gov.uk/dbs-update-service> or by contacting the Diocesan Safeguarding Administrator at safeguarding@cofesuffolk.org or on 01473 298540.