

## **DBS Update Service – how it works in the Diocese of York**

The Update Service keeps an individual's DBS certificate up-to-date, meaning that it can be taken from role to role within the same workforce, where the same type and level of check is required (more on this below).

### **How to join the Update Service**

Whether or not an applicant signs up for the Update Service is entirely up to them. If they are not going to need a DBS check in any other organisation, then it is generally not worth subscribing. If however they have a number of different roles all requiring a check (e.g. if they are working in your Sunday School and also in a local nursery), then it may be worth doing.

You can only join the Update Service when you make a new application using the form reference number, up until a maximum of 19 days after the date on your DBS certificate. You can join the Update Service at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

If the initial application is for a volunteer role then the Update Service is free of charge. However if the check is for a paid role, then the Update Service has a charge of £13 per year. This is payable by the applicant and not the Diocese, as it is their own decision whether or not to use it.

### **How to accept a certificate from someone who has joined the Update Service**

If, when you ask someone to complete a DBS application form for their role in your church, they tell you that they have joined the DBS Update Service, there are a few things that you need to check before we can accept their certificate.

- You must see the full original certificate. A photocopy or scanned copy is not sufficient.
- Check what level the application was done at – see below for more information on what to look for.

- You need to check at least three items of ID to be certain that the person you are dealing with and the details on the certificate are the same.

If all of these conditions are met, then we can use the Update Service. If not, they will need to complete a new check.

### **How to check a DBS certificate for the Update Service**

1. Check whether the certificate is at Enhanced or Standard level – this can be found in big letters at the top of the certificate. This needs to be Enhanced. If not, you need to do a new check.
2. Check the workforce – this can be found with the ‘Position applied for’ section on the right near the top of the certificate. This needs to include the same workforce (Child/Adult as appropriate) as they will be working with in your church. If not, you need to do a new check.
3. Check for barred list information – on the bottom half of the certificate there are five boxes that may contain information. The barred list checks are the third (‘DBS Children’s Barred List information’) and fourth (‘DBS Adults’ Barred List information’) boxes. If these say “None Recorded” then the barring check(s) were done, and there was no information disclosed. If they say “Not Requested” then the barring check(s) were not done. The checks done need to be at the same level as you would have requested for a new application.
  - If there is any information disclosed in any of the five boxes, you should send the certificate to the DBS Administrator for a confidential risk assessment.
  - Home based working information is not re-checked on the Update Service, so if your applicant will be working with children or vulnerable adults in the applicant’s own home, you will need to do a new application.

4. If you are satisfied that the checks were done at the level you need, then check the applicant's ID documents, make a note of their full name, date of birth, and the issue date and number of the certificate (found at the top on the right), and send these to the DBS Administrator who will check the details on the Update Service and let you know whether the certificate is still valid. If not, you will need to do a new check.

To use the Update Service, we need a number of items of information from the certificate, plus some information from the verifier:

From the certificate:

- Full name
- Date of birth
- Certificate issue date
- Certificate number
- Level of check (Standard/Enhanced, with/without barring)
- Workforce

From the verifier:

- What role the applicant is doing in the church/organisation
- Which church/organisation they are going to be working in

You can send this to the DBS Administrator either via post, email, or telephone (contact details below). We will then check the Update Service and let you know the result. Until you have the result, the applicant cannot work in their role in your church, as we cannot be sure that they are safe to do so. The result will be one of the following:

- "The certificate did not reveal any information and remains current as no further information has been identified since its issue" – This means that there is no issue, and the applicant is fine to start in their role.
- "The certificate remains current as no further information has been identified since its issue" – This means that there was information on the original certificate, but that there is nothing new since then.

The certificate needs to be sent to the DBS Administrator for assessment before they can start in their role.

- “The certificate is no longer current” – This means that new information has come to light since it was issued, and you will need to apply for a new check to get the new information.
- “The details entered do not match those held on our system” – This means that either the information has been entered incorrectly, or the individual is not subscribed to the Update Service.

If there is any conviction, caution or any other information at all on the certificate, however apparently minor, the applicant **must not** start in position yet. The certificate **must** be sent via Recorded Delivery to the DBS Administrator for a confidential assessment of the risk. A blemished certificate does not necessarily prohibit working with children or vulnerable adults, but it is important that all blemishes are dealt with appropriately.

### **Contact details**

Becci Richardson  
DBS Administrator  
Bishopthorpe Palace  
Bishopthorpe  
York  
YO23 2GE  
01904 707021  
[becci.richardson@archbishopofyork.org](mailto:becci.richardson@archbishopofyork.org)