

## Disclosure & Barring Service Update Service

### What is the Update Service?

For an annual subscription of £13 (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.

### How to access the Update Service:

If a volunteer or paid worker tells you that they have subscribed to the update service and requests that you check the status of their certificate rather than applying for a new Disclosure & Barring Service certificate you must follow this procedure:

1. Ask to see the original Disclosure & Barring Service certificate
2. Check the level of the certificate and the workforce(s) checked match the level of check and workforce(s) required for the role to be undertaken. (For an example Disclosure & Barring Service certificate see page 4)

### Examples

1. 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.
2. 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.
3. 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.
4. Obtain written consent from the applicant to carry out a status check.
5. Verify the applicant's identity.<sup>1</sup> You must be sure that the certificate you have been shown belongs to the applicant.
6. Go to the Update Service page of the Disclosure & Barring Service website

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<sup>1</sup> See Step 6 and appendices J and L of The Church of England – Birmingham Safe Recruitment and Disclosure & Barring Application Procedures

7. Enter the name of the organisation that will be employing the volunteer or paid worker. This will usually be the name of your church.
8. Enter your own forename and surname.
9. Enter the applicant's Disclosure & Barring Service certificate number.
10. Enter the current surname of the Disclosure & Barring Service certificate holder – as specified on their certificate.
11. Enter the date of birth of the Disclosure & Barring Service Certificate holder – as recorded on their certificate.
12. 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.

## 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 Bishop's Safeguarding Adviser/Archdeacon 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:

- Print the result.
- Complete steps 1 – 5 of The Church of England – Birmingham Safe Recruitment and Disclosure & Barring Service Application Procedures (*personal details form (or parish application form), references, confidential self-declaration form (this must not contain any disclosed information) and interview or conversation to assess suitability for the role*)
- Appoint the volunteer when steps 1-5 show no known safeguarding risk

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:**

- Print the result.
- Send the original DBS certificate, a print out of the Status Check result, the personal details form (or parish application form), references, and confidential self-declaration form to the Bishop's Safeguarding Adviser or Archdeacon at The Church of England – Birmingham, 1 Colmore Row, Birmingham B3 2BJ
- The Bishop's Safeguarding Advisers or Archdeacon will carry out a safeguarding assessment. The Bishop's Safeguarding Adviser or Archdeacon notifies Incumbent / Priest-in-Charge of the outcome – *DO NOT allow the applicant to begin the role until this notification is received.*

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:**

- Print the result.
- Apply for a new DBS certificate following steps 1 to 10 of The Church of England – Birmingham Safe Recruitment and Disclosure & Barring Service Application Procedures
- DO NOT allow the applicant to begin the role before steps 1 – 10 are complete.

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:**

- Print 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, apply for a new DBS check following steps 1 to 10 of The Church of England – Birmingham Safe Recruitment and Disclosure & Barring Service Application Procedures

- DO NOT allow the applicant to begin the role before steps 1 – 10 are complete.

**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](mailto:safeguardingsupport@cofebirmingham.com).**

**Renewing the Status Check:**

3. The status check must be renewed every five years and the process above repeated. It is not necessary to obtain new references. Step 9 of The Church of England – Birmingham Safe Recruitment and Disclosure and Barring Service Application Procedures offers further advice on renewal.
4. Record the applicant’s Disclosure & Barring Service certificate date and number together with the result of the status check and the date the check needs to be renewed on the personal details form (or alternative parish form).

**Assessing the Disclosure & Barring Service certificate:**

The Certificate must always be 'Enhanced'

The Personal Details must be consistent with the ID documentation you see

'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

Note the Certificate number & date

Check which workforce(s) the Certificate is for

If there is any information here you must contact the Bishop's Safeguarding Adviser/ Archdeacon

'NONE RECORDED' here means a check of the barred list for this workforce(s) has been made and there is no information

If the applicant is barred from either workforce you must contact the Bishop's Safeguarding Adviser/Archdeacon

**Enhanced Certificate**  
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Disclosure & Barring Service

**Certificate Number**  
**Date of Issue:** 30 OCTOBER 2013

**Applicant Personal Details**  
Surname:  
Forename(s):  
Other Names:  
Date of Birth:  
Place of Birth:  
Gender:

**Employment Details**  
Position applied for:  
CHILD AND ADULT WORKFORCE INSTRUCTOR  
Name of Employer:

**Countersignatory Details**  
Registered Person/Body:  
Countersignatory:

**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**  
NONE RECORDED

**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