

Update Service and Blemished Disclosures

An explanation of how and when it is appropriate
to use the Update DBS service

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Detailed guidance regarding the update service is available via www.thirtyoneeight.org/dbs-update

Please note

Certificates can only be used for like-for-like checks. This is because the employer / recruiting body is not legally entitled to know any subsequent information relating to a different workforce or level of regulated / non-regulated activity.

For example, a nurse who has been checked for working with children and vulnerable adults can't then use that check for working just with children in a youth activity. Similarly, a volunteer check can't be used for a paid role.

You must:

- see the **original DBS Certificate** (this cannot be a photocopy or scanned copy) to ensure that it is of the right type and level that you need and that you are legally entitled to
- Check the individual's identity
- Check the name on the DBS Certificate matches this identity
- Obtain the individual's consent to carry out a status check ([DBS Update Service Check List](#))
- Take a note of the DBS Certificate reference number and the individual's name and date of birth
- Comply with the DBS Code of Practice which includes having a policy on the Recruitment of Ex-offenders and make this available to the individual [Sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)
- Ask the individual to complete a [Confidential Declaration Form](#)

Access to the DBS Update Service

Go to the [Disclosure and Barring Service: The Update Service](#) and complete information required.

There are four possible results:

1. **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.

Action: The individual can commence / continue in the role, no need to contact the Diocesan Safeguarding Adviser.

2. **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.

Action: As this still contains information, please ask the individual to provide their **original certificate** (this cannot be a photocopy or scanned copy) to the Diocesan Safeguarding Adviser at the Diocesan Office by recorded delivery or in person. Their certificate will be returned to them in the same manner. It may be that we are aware of this information, however to ensure safer recruitment this should be notified to the Diocesan Safeguarding Adviser to check and if necessary present to the Safeguarding Executive Committee for risk assessment prior to them undertaking/continuing the role.

3. **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.

Action: Notify the Diocesan Safeguarding Adviser of this result and explain to the individual that a new DBS is required for the role. They should not be allowed to continue /commence the role until the new DBS has been issued and risk assessed by the Safeguarding Executive Committee. Once the new certificate is issued, please ask the individual to provide their **original certificate** (this cannot be a photocopy or scanned copy) to the Diocesan Safeguarding Adviser at the Diocesan Office by recorded delivery or in person. Their certificate will be returned to them in the same manner.

4. **The details entered do not match those held on our system, please check and try again.**

- This means the individual has not subscribed to the update service; or
- the certificate has been removed from the Update Service by the Individual; or
- you have not entered the correct information; or
- the individual has not provided you with the certificate they registered with the Update Service.

Action

- Check you have input the correct information
- Ask the individual if they have an alternative certificate, whether they have removed it from the service or whether they initially subscribed.
- **If a correctly registered certificate is not available a new DBS will be required.** They should not be allowed to continue /commence the role until the new DBS has been issued.

Approved by Safeguarding Executive Committee: April 2020



Diocese of *Rochester*
called together