

DISCLOSURE & BARRING SERVICE - UPDATE SERVICE

The DBS Update Service allows a DBS certificate to be kept up-to-date and taken from role to role, within the same workforce, where the same type and level of check is required.

Anyone can join the Update Service when they are asked to apply for a DBS check, and they may never need to apply for another one again. Once someone has joined the service, an employer can use a free online service to quickly find out if their prospective volunteer or paid employee has an up to date certificate.

Making the checks portable

Application forms now have more spaces to detail the job title and workforce and include a 'workforce' box which needs to be ticked. Workforce is used to determine the relevancy of any locally held police information which may be disclosed on the Certificate. This is not the same as the 'barring list' check, which shows if someone is barred from working with a particular group and thus cannot work in regulated activity *e.g.* an applicant may work with both adults and children so workforce is *adult and child workforce*, but the role may be regulated activity with children *only* so the barring list check would be for *children*.

DBS certificates are issued to the applicant only. This places the responsibility onto the organisation to ask the applicant to bring their certificate in for viewing by the appropriate person, who will need to ensure that all the details on the Certificate are matched to the applicant and tally with their ID documents, the workforce in which they will be placed and that it is the right level of check for their role.

Update Service for individuals

Applicants can subscribe to the Update Service at www.gov.uk/dbs-update-service with a new application or with a new certificate and there are 2 opportunities to do so:

1	You can subscribe with the application form number when applying using a paper form (but not a Welsh language form) and must do so within 28 days of DBS receiving the form.
2	You can apply with the certificate number once the certificate arrives in the post and must do so within 30 days of the date of issue (date printed, <i>not</i> date of delivery).

- there is an annual subscription charge of £13 for paid staff to join the service but subscription is **free** for volunteers
- additional certificates (different levels, workforce) can be added to the subscription
- an individual's account will show who has requested a status check on their Certificate

Update Service for employers

Organisations do not join the Update Service but make an instant [Online Status check](#).

- No registration process or fee for employers to check a Certificate online
- Shows if an applicant's certificate is up to date or has changed because new information has come to light since it was issued

1	must be legally entitled to carry out a DBS check
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2	have the applicant's permission to carry out the Status check
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- DBS do not notify the organisation if an individual's status changes, but the employer is able to simply carry out Status checks at any time
- if an individual's Status check reveals a change to their certificate, you should ask them to apply for a new DBS check.
- if the individual is in regulated activity, the organisation must ensure that the certificate presented includes a check against the appropriate barring list. *If* the Status check shows a change in status then employers can quickly find out if this is related to the barring list information by completing a separate DBS application form and sending it to the DBS by email. This is known as [Early Confirmation check](#).

Employer's Checklist - rechecks or for new staff

<input checked="" type="checkbox"/>	Is your applicant subscribed to the DBS Update Service?
<input checked="" type="checkbox"/>	Do you have the applicant's permission?
<input checked="" type="checkbox"/>	Is the DBS Certificate for the right workforce - Child, Adult, Both or Other?
<input checked="" type="checkbox"/>	Are you legally entitled to the same level of DBS Certificate Standard/ Enhanced/with or without barring list check?
<input checked="" type="checkbox"/>	If you are legally entitled to a Barred List check does the DBS Certificate contain the one you require i.e. Children's list, Adults' list, both or none?
<input checked="" type="checkbox"/>	Does the DBS Certificate contain only information which you are legally entitled to see, such as Barred List checks only when regulated activity?

Supporting information



Visit: www.gov.uk/dbs-update-service