

## DBS Update Service

### Introduction

The Disclosure and Barring Service (DBS), which is managed by the UK Government, helps employers make safe recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

DBS are responsible for researching and processing a document called a 'DBS Check' (which used to be called a 'Criminal Records Check' or 'CRB'). A DBS check is a paper certificate which shows any criminal record that a person might have including any Cautions, Reprimands or Warnings.

DBS also control the 'Barred Lists', which are lists of people who are prevented from working with vulnerable people such as children because of their past.

On 17 June 2013 the DBS launches a new service, called the Update Service. This paper outlines the changes caused by this new service.

### The Update Service

The Update Service is an online service which gives access to an online version of a DBS certificate and updates it when necessary.

If an individual has subscribed to the Update Service, his employer will be able to go online, with the individual's consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up to date.

An individual can subscribe to the Update Service for an annual fee of £13, or free for volunteers. Their DBS certificate will be kept up-to-date so that they can take it with them from role to role within the same workforce.

Benefits of such system for an employer:

- ⇒ Instant online checks of DBS certificate save time and money;
- ⇒ There is no more DBS Application forms to fill in;
- ⇒ The employer may never need to apply for another DBS check for an employee again;
- ⇒ The system enhances safeguarding processes and helps to reduce risks.

Benefits of such a system for an employee:

- ⇒ Employees and volunteers will no longer have to apply for a new criminal record check each time they apply for a job;
- ⇒ They have a better control of their DBS certificate.

### Access

The employer will need to enter the name of the employee's organisation, forename and surname and then the following details of the DBS Certificate being checked:

- DBS Certificate number

For further information contact Stephen Wilson  
on **020 7420 8572** or email **stephenwilson@ukactive.org.uk**



- Current surname of the DBS Certificate holder - as specified on their DBS Certificate
- Date of birth of the DBS Certificate holder - as recorded on the DBS Certificate

## Other changes

### Certificate print

- ⇒ The DBS will issue Certificates to the applicant only, putting them in control of their own data;
- ⇒ If the employer applied for a new Certificate as a result of a Status check which showed a change in status, and the individual has not shown their new Certificate to him within 28 days of its issue, the employer can then request a copy of it from the DBS.

### Introduction of a new relevancy test

The non conviction information will now be based on the type of workforce and no longer the actual job role. This change means that DBS Certificates can be taken from role to role within the same workforce – working with children or adults, both or other.

The different barred lists are:

- “Child Workforce”: Any position that involves working/volunteering with children.
- “Adult Workforce”: Any position that involves working/volunteering with adults.
- “Child and Adult Workforce”: Any position that involves working/volunteering with children and adults.
- “Other Workforce”: Any position that does not involve working/volunteering with Children or Adults e.g. security guard.

For instance, a primary school teacher with an Enhanced check with a Children’s Barred List check for the Children’s Workforce can use her certificate for other jobs such as:

- Teacher
- Youth group leader
- Child sports coach
- Paediatric nurse
- Child social worker