

The DBS Update Service

A guide for groups

Next time your society wish to recruit a new member or hire a person and you need to get them DBS checked, why not ask if they are a member of the update service?

If they are, with their permission, you can use their current DBS certificate and carry out a free, instant online check to see if any new information has come to light since its issue.

If they are not, please arrange for a DBS check on this member in the normal way and pass on our factsheet '**Update service for societies and members**'.

The first question to ask is does my society have to use the update service or can we keep getting the members to apply for DBS checks? This is an optional service. However, you may wish to consider **the benefits of using this service**.

- Instant online checks of DBS certificates
- No more DBS application forms to complete
- The society may never need to apply for another DBS check for a member again
- Less bureaucracy
- Saves the society time and money
- Enhances your safeguarding processes and may help to reduce your risks
- Easy to incorporate into your existing suitability decision making processes

If your society decides that the update service is for them, please follow our step by step guide on how to use the update service.

A step by step guide to the update service

1. The society must appoint someone to use the update service. NODA recommends that this is the society's DBS appointed contact as they are involved in the application process, tracking DBS forms online and logging information.
2. To use the service the society must comply with the DBS Code of Practice (COP), which includes having a policy on the recruitment of ex-offenders. This policy must be made available to the person you are checking. A sample of both policies is available. Please contact NODA on 01733 374 790 or email **dbs@noda.org.uk** for a copy if they have not been submitted with this document.

Any organisation that uses the services of the DBS, whether this is via an Umbrella Body or not, must comply with the DBS COP and must have a policy on the recruitment of ex-offenders.

3. Ask to view the member's DBS certificate. You may keep a copy of this certificate with the applicant's consent and you must comply with the usual data protection provisions when keeping a copy. For the status check, you will need to take a note of the following information:
 - The DBS certificate number
 - The current surname (as specified on the certificate)
 - Date of birth
4. Please then ask for their permission to carry out an online status check. **Please note: you may only carry out an online check if the DBS certificate presented to you is the same type and level required for your society.** If not please apply for a brand-new DBS check to the level required.
5. If the type of check and level is the same, and you have been given permission by the individual to carry out a status check, please go to <https://www.gov.uk/dbs-update-service>
6. Please read all the online instructions carefully. You will be asked for your full name and the name of the organisation. Please put the society name not NODA.
7. Enter the details of the DBS certificate being checked. All details requested are mandatory.
8. You will then be presented with the legal declaration. You will need to tick the 'I agree' check box to proceed.
9. You will be presented with an instant result of the check which you may print out and then store in a safe and secure place, in line with the DBS COP and Data Protection Act. For a fully comprehensive guide on how to interpret status results please visit www.gov.uk/government/publications/dbs-update-service-employer-guide and see page 8 of the employer guide. The individual being checked will be able to see who has carried out a status check on them and the date it was checked.

10. Please only share disclosure information with relevant persons during their specific duties relevant to recruitment and vetting processes, i.e. the Chairman of the society. Please read the DBS COP, which details further who you can share results with.

What happens next?

Here are some answers to a few questions you may have once a status check has been carried out on a member of your society. These are questions NODA believe will be asked most often, but for a more detailed guide please visit this link:

www.gov.uk/government/publications/dbs-update-service-employer-guide

After completing a status check will the DBS notify me if the information revealed on the DBS certificate subsequently changes? No. If you want to check if the DBS certificate remains current you can carry out periodic status checks with the applicant's consent. The society may consider asking for ongoing consent. That will be up to the society and the individual. Remember the individual will be able to see who has carried out a status check, and when they did so, from their online account.

Can an individual stop me carrying out a status check on their DBS certificate? Yes. If the individual leaves your society, moves to a position where there is no legal entitlement to the same DBS check, or withdraws their consent, you must stop carrying out any further checks. If you continue to carry out status checks on their certificate you will be breaking the law by accessing data, you are not entitled to see.

How many status checks can I carry out? You can carry out as many as you want, and as many times as you want, if you have the individual's consent.

What should I do if an individual's status check reveals a change? You should have a discussion with the individual about the reasons why there is a change. You should then ask the individual to apply for a new DBS check. Any action you take before you find out the new information is a matter for your organisation.

Likely changes are:

- New convictions, cautions, reprimands or warnings.
- Any amendment or change to a current conviction, caution, warning or reprimand.

- On enhanced DBS certificates only, any new, relevant police information.
- For enhanced certificates with a barred list check(s): If the person becomes barred for the list(s) checked on the enhanced certificate.

For any further information please call NODA on 01733 374 790 or email **dbs@noda.org.uk**. Alternatively, you may visit the official government website **www.gov.uk** and search for DBS update service.