

DBS Update Service – What should you do?

Individuals can now register with DBS to be part of the DBS Update Service. For volunteers it is free to register, paid staff must pay an annual fee. Anyone who registers for the DBS Update Service must renew that registration annually. We are not recommending that people do this – it is entirely up to them.

Registration for the Update service means that other organisations can ‘register an interest’ in that person directly with DBS.

If someone has registered for the DBS Update service and has a DBS disclosure this is the process:

The church Lead Recruiter at the church needs to:

- Check appropriate (preferably photo) ID to ensure that the certificate is actually for the person presenting it.
- Check that both the level of check (enhanced or enhanced with DBS check) to ensure that it is appropriate for the role in the church. This is particularly important for the ‘workforce’, i.e. you couldn’t use a child workforce check for a role that was ‘child and adult workforce’ or simply ‘adult workforce’.
- Check the payment status, which must be appropriate – the Lead Recruiter can’t accept a certificate for a volunteer if the position is paid.
- Obtain the applicant’s permission to check their status on-line with DBS.

Once all these things are checked, the Lead Recruiter can go to <https://secure.crbonline.gov.uk/crsc/check> and enter their name and organisation together with the applicant’s name, date of birth and Certificate number. You can then check annually whether the person’s status has changed. This will tell you if there have been any offences since the past DBS check.