

Checking Certificates that are on the Update Service

For an Employer to check a DBS Certificate status online, you must have the employee's permission and be legally entitled to carry it out. Ask yourself these questions:

- Have you seen the applicant's original Certificate?
- Have you checked the applicant's ID to confirm their identity?
- Do you have the applicant's consent?
- Are you legally entitled to the same level of DBS Certificate - standard or enhanced?
- Does the DBS Certificate only contain the exact workforce that you are entitled to know about, for the role you are recruiting for?

If you answered **YES** to all the above questions, then perform a check. If you answered **NO**, then ensure that you take the practical steps (ie, gain consent, see original Certificate) to allow you to change the answer to **YES**.

A Status check allows organisations to see if any relevant information that has been identified about the individual since their Certificate was last issued. See Update Service benefits and negatives sheet for more info.

Follow this link and follow the below steps to perform a status check:

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

1. This screen will come up- enter details.

Disclosure & Barring Service
The Update Service

Perform a Status check

A Status check reduces the need to ask individuals to apply for multiple Certificates if they move from one job to another in the same workforce or when a recheck is required.

All fields must be completed

Your organisation name

Your forename

Your surname

Continue or Cancel

Add in the name of your organisation

Type **your** first name as you will be the person performing the check.

Add **your** surname as you will be the person performing the check.

2. Once you have completed step 1, this screen will appear- enter details.

Disclosure & Barring Service
The Update Service

Perform a Status check

All fields must be completed

Certificate number

What is this?

Applicant's surname on Certificate

Date of birth on Certificate

DDMMYYYY

By continuing, you confirm you have the consent of the person being checked and understand that they will be made aware that you have performed a Status check on their Certificate.

Continue or Cancel

Company/Organisation's name will appear here

Enter the certificate number that is found on the physical DBS certificate, top right. See picture below to help locate certificate number.

Enter Applicant's Surname that is on certificate

Enter applicant's DOB

Click 'Continue' when all information has been added

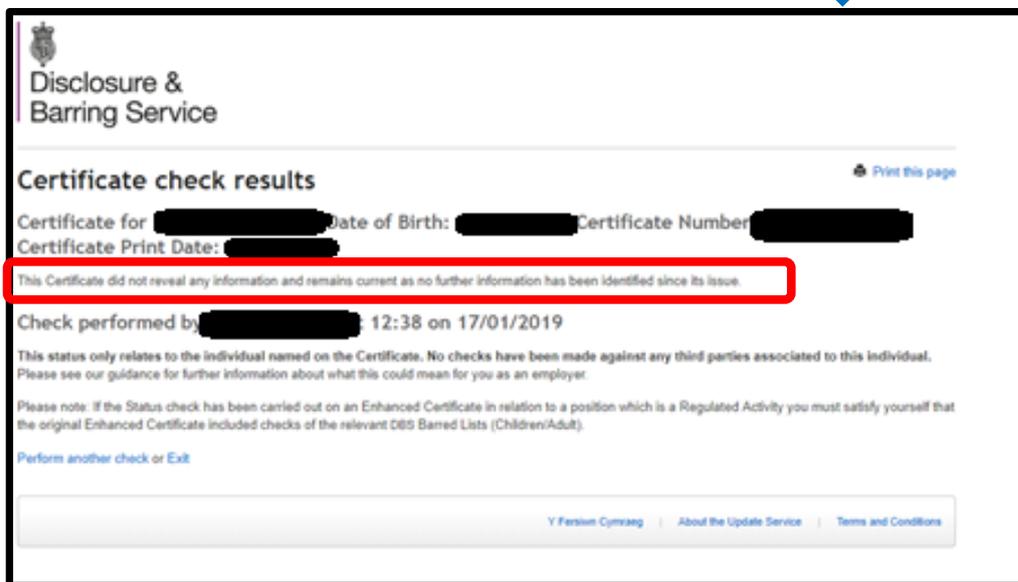
Enhanced Certificate
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Certificate Number

Applicant Personal Details
Surname
Forename(s)

Employment Details
Position applied for
Name of Employer

3. Once you have completed Step 2, this screen will appear. Before you carry out a status check you will be asked to complete a legal declaration confirming that you have the individual's consent, and that you have the legal right to 'ask the exempted question'. Tick box and press continue.



4. Once you have completed step 3, this screen will appear. This Certificate is clear (in red box) 'did not reveal any information and remains current as no further information has been identified since its issue'. You now print this page, put it in the staff's CPD folder and record when the check has been done and by who. Make sure you are abiding to General Data Protection Regulation.

What does the check mean? The outcome of a valid Status check will be one of the following:

- **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 and can be accepted as being still current and valid.
- **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. As there has been no new information found since its issue, it can be accepted as being still current and valid
- **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.

How Often does DBS search for New info?

When a person adds their DBS Certificate to their Update Service Account, the DBS will search regularly to see if any new information has come to light since it was issued. The frequency of these searches varies depending on the level and type of DBS Certificate.

For criminal conviction and barring information, DBS searches weekly and for non-convictions information, every 9 months.

What happens if a Certificate has changed?

- Have a chat with the individual
- Carry out an 'Early Confirmation Check'
 - There is no cost for this.
 - This informs you whether a status has changed because the individual has been added to a barred list.
 - Ensure that you gain the individual's consent to request this.
 - Complete and email to DBS and you will get a response within 7 working days.

What happens if the Early Confirmation Check confirms your employee has been barred?

- You will be given guidance by DBS when they respond to you.
- You need to do what is appropriate; "it is illegal for an employer to knowingly allow someone to carry out regulated activity with the group from which they are barred. It is also an offence for a barred person to work or seek to work in regulated activity, within a group from which they are barred."

Why would a Certificate status change?

For all DBS Certificates, if:

-New convictions/ cautions/ reprimands/ warnings have been added to police record.

-An amendment has been made by the police to the current conviction.

For enhanced DBS Certificates if:

-All of the above and any new police info.

Remember

If a person leaves your organisation, moves to a position where there is no legal entitlement to the same DBS check, or withdraws their consent, you must stop any further status checks. If you don't, you are breaking the law by accessing data you are not entitled to see.

DBS will not inform you if a status changes - you will need to carry out periodic checks of a Certificate with the individual's consent yourself.

Please read the following guide to ensure you are doing what you are meant to be doing.

<https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide>