



## Guidance for England and Wales only Disclosure and Barring Service (DBS) Changes – June 2013

### 1. Electronic Application Service

Please note that use of the electronic application service is not available to United Reformed Churches at present, Churches Agency for Safeguarding (CAS) will inform United Reformed Church verifiers when it becomes available.

### 2. Removal of certain specified old and minor offences from criminal record certificates

From 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date. The filtering rules, together with the list of offences that will never be filtered, are available from [www.gov.uk/dbs](http://www.gov.uk/dbs). In line with these changes the DBS have amended Question e55 on the application for a criminal record check. **To ensure the law is followed correctly you need to bring the following change to each applicant's attention when completing the form as the question on the form hasn't been changed but it needs to be read as if it has.**

#### Section E Question e55 asks the applicant:

'have you ever been convicted of a criminal offence or received a caution, reprimand or warning?'

**Applicants should now ignore this question and instead treat this question as if they were being asked:**

'do you have any unspent convictions, cautions, reprimands or warnings?'

### 3. Relevancy Test

Due to a change in legislation, as a verifier you will need to complete section x field x61 on the application form differently, this will ensure that any DBS certificate issued after the Update Service commences can be used by the applicant in the new service, and to take it with them from role to role within the relevant workforce(s). This is because the Police will now use this broader definition of 'workforce' to assess the relevance of any information that they may consider for release, in place of 'position applied for'.

Please complete the field as follows:

#### x61 line 1

- **Child Workforce** - Use this for any position that involves working/volunteering with children.
- **Adult Workforce** - Use this for any position that involves working/volunteering with adults.
- **Child and Adult Workforce** - Use this for any position that involves working/volunteering with both children and adults.
- **Other Workforce** - Use this for any position that does not involve working/volunteering with Children or Adults e.g. security guard.

**x61 line 2:** Enter a description of the 'position applied for' up to 30 characters.

### 4. DBS Update Service – An individual may never need to apply for another DBS check again, portability is here!

From 17 June 2013, any applicant can subscribe to the new **Update Service** when they next apply for a DBS check, and they may never need to apply for another one again. Please pass this information onto each applicant.

The Update Service is an online service. An applicant can join when they next apply for a DBS check by logging in to the Update Service at [www.gov.uk/dbs](http://www.gov.uk/dbs).



Subscribing is quick and simple. Just enter the application form or DBS Certificate number, name, date of birth and address and pay the subscription fee. Further information is available in the *applicant guide* at [www.gov.uk/dbs](http://www.gov.uk/dbs).

To subscribe to the Update Service there is an annual fee of £13 which will keep the applicants DBS certificate up-to-date so that they can take it with them from **role to role** within the **same workforce**, where the **same type and level of check** is required.

**If the application form/DBS Certificate was issued for a voluntary position the subscription is free-of-charge.**

If an individual has subscribed to the Update Service an organisation (local church) will be able to go online, with the individual's consent, and carry out a free, instant check for the **same workforce**, where the **same type and level of check** is required to find out if the information released on the DBS certificate is current and up to date. If it is for a different workforce and/or type and/or level of check a new application form will need to be completed. E.g. If a helper (Enhanced & not checked on children barred list) has subscribed to the update service and now is applying to work as a supervisor at an enhanced & checked on children barred list level the Update Service cannot be used to check this new role

The individual must keep up-to-date with the annual subscription by either logging in every year or by using the annual automatic payment renewal system; email reminders will be sent, however, if the subscription is not renewed at the end of the subscription period the account will close. Any DBS Certificate attached to a closed account will be removed and organisations will no longer be able to carry out Status checks. If a subscription lapses the individual will have to apply for a new DBS check and then re-subscribe to the Update Service.

**An individual does not have to join the Update Service, this is an optional service provided by the DBS.**

## ***Another important change coming in at the same time as the Update Service is ...***

### **5. Registered Body not receiving copy of disclosure**

To coincide with the launch of the Update Service the DBS will no longer automatically issue a copy of the individual's DBS Certificate to the Registered Body who countersigned their DBS application form. This is to give the individual greater control over their information on the certificate. The United Reformed Church at Church House will need to ask for sight of the individual's disclosure certificate to authenticate the disclosure information printed on it.

Please see the document **GUIDANCE ON HANDLING CRIMINAL RECORD DISCLOSURES FOR UNITED REFORMED CHURCHES** for information.

*We will need you to ask every applicant to forward a **copy** of their DBS Certificate as soon as they received it to*

**DBS Administrator  
United Reformed Church  
86 Tavistock Place, London WC1H 9RT**

CAS will continue their current procedure of issuing clearance letters to you as verifiers and forwarding unclear disclosure details to the central United Reformed Church safeguarding body.

Local churches must **not** employ a volunteer/paid worker until they have received the clearance letter from CAS concerning the applicant's latest application for a DBS disclosure.