



Diocese of Westminster

SAFEGUARDING SERVICE

Catholic Church Guidance for Disclosure Applicants

Disclosure Certificates – what you need to know

As of 17th June 2013 the Government have changed the arrangements for obtaining a Disclosure (previously called a CRB) or DBS check so only you, the applicant, will receive the Disclosure Certificate. The DBS Update Service was also introduced, this service allows:

- applicants to keep their DBS certificates up to date
- employers to check a DBS certificate

The service is for standard and enhanced DBS checks only.

How is my application submitted to the DBS

The Westminster Safeguarding Office will aim to submit all DBS applications online via Ebulk, and will therefore receive an outcome notification directly from DBS once your certificate has been issued. For application types that cannot be submitted online, a paper based application will be submitted and you will be informed of this.

What do I need to do?

- When you receive your Disclosure Certificate make sure you keep it somewhere safe and accessible. Think of it like a Passport or a Driving Licence.
- You will only be required to send the original Certificate to the Westminster Safeguarding Office (address below, it is recommended that you send this via Recorded or Special Delivery post) if it is requested by the Safeguarding Office or if a paper based application was submitted. The original Certificate will be posted back to you as promptly as possible. Please do not share your original Certificate with your local Safeguarding Representative. If you work in a regulated establishment, the regulator (for example Care Quality Commission or OFSTED) may require that the relevant designated Manager sees and retains a copy of your Disclosure.
- Once you receive your returned Certificate, again ensure you keep it safe and available for the future as the Disclosure & Barring Service (DBS) will not be able to issue replacement Certificates. It is advisable to keep an eye on the progress of your Disclosure application via the Online Tracking Service at <http://www.gov.uk/db> to see if the Certificate has been released to you. If you have not received it within 14 days of the DBS despatching it, you can request a reprint.

Update Service - how to use this Disclosure for other roles within the Church or other groups?

- You will need to keep your original Certificate somewhere safe and accessible and register the certificate with the Online Updating Service.
- You will only have a narrow window of time from receiving your Disclosure Certificate to register with the Online Updating Service. This time period is 30 days from the Certificate issue date.
- To register go to <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1> and create an account. You will be prompted to enter your Disclosure Certificate number (12 digits); your name; date of birth and email address. If you are a volunteer there is no annual subscription fee. If you are in a paid role working with children or adults the annual fee is £13.
- Once you have created this account it will enable other organisations with whom you intend to work or volunteer to potentially utilise your existing Disclosure for any new roles you wish to undertake, providing that those roles are with the same workforce i.e. children or adults and at the relevant Disclosure level i.e. Enhanced.

Please reply to: Vaughan House, 46, Francis Street, London, SW1P 1QN

Tel: 020 7798 9352 **E-mail:** dbsadmin@rcdow.org.uk

Registered Charity No. 233699 – Website: www.rcdow.org.uk



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- Please note that you will need to maintain that subscription on an annual basis and full details are provided on the DBS website when you register.
- You will be provided with a unique ID number for the Online Updating Service which you must keep safe and should not share with anyone.

I haven't heard about the Online Updating Service before, what are the benefits?

- Potentially you may only ever need 1 Disclosure assuming you undertake roles with the same workforce (for example children or adults) and the Disclosure is at the appropriate level i.e. Enhanced.
- When the Church seeks to undertake a recheck a new DBS Application form may not be necessary as the Church will be able to check the status of your previous Disclosure online.
- Avoids repetitive form filling and saves time.

So will I only ever need 1 Disclosure under the new system?

You may be asked to apply for a new Disclosure if:

- Another organisation decides not to use the Update Service for Disclosure status checks;
- Your Disclosure has been updated with information; has been removed from your subscription or is no longer valid;
- The level of your Disclosure is not applicable for a subsequent role for example you had a check at a Standard level and the new role requires an Enhanced level check;
- You change workforce i.e. your Disclosure was to work with children and now you intend to volunteer with adults.
- Your voluntary status changes i.e. you are moving from a voluntary position into a paid role.

Am I obligated to join the Online Updating Service?

- No, this is an optional service available to you as the applicant. If you would like the option to be able to utilise a relevant Disclosure for other similar roles in the future or to minimise form completion for recheck purposes then this service would be beneficial for you but the decision to join is yours to make.
- If you do join, you can cancel your subscription at any time.

Who will be able to check my Disclosure status online?

- Only those organisations to whom you provide your consent and who have seen your original Disclosure Certificate.
- The Church will ask for your written consent to be provided and this is contained within the Declaration signed by applicants within the Safeguarding Self-Declaration.
- You will be able to see those organisations that have checked your status from your online account.
- Should you cease to work/volunteer within the Church, please notify your local Safeguarding Office in order that we can update our records and not undertake further status checks.

Is there any more information regarding the Online Updating Service and how to subscribe?

The DBS have produced an Applicant specific guide to the new Service and this can be found at

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

If you have specific queries regarding the Online Updating Service, please refer to the DBS on 03000 200 190.