

Catholic Church Guide for individuals regarding the Online Update Service:

The criminal records system has been subject to longstanding criticism regarding the number of Disclosures a person has been required to have if they undertake numerous roles with children or vulnerable groups. The good news is that as of 17th June 2013 you, as the applicant, will have the facility to register your Disclosure and potentially minimise the number of checks you may require.

Details of this new service are provided below in summary form to help you understand the changes, how the service may benefit you and the basic information you need to be able to subscribe and register your Certificate.

Is there a cost to use this service?

If you are in a paid post there is an annual subscription fee of £13 per year. If you are in a voluntary role there is no cost to join the service.

How do I access this service?

You can find the Online Update Service from website www.gov.uk/dba

Can I register my previously obtained Disclosure/s?

No, only Disclosures processed after 17th June 2013 (when the new service launches) can be used to join the Online Update service.

How do I subscribe to the service?

You can subscribe to the service either at the point you apply for a Disclosure although your application must be counter-signed and submitted to the Disclosure & Barring Service (DBS) within a short time-frame, OR upon receipt of your Disclosure Certificate, within a 14 day period. Due to potential delays that could occur with the verifying and processing of your Disclosure application, ***the Church asks that you do not subscribe to the service until you receive your Certificate*** to avoid any problems.

- Go to www.gov.uk/dba
- Select the option to show you are applying to subscribe with your Disclosure Certificate.
- You will need to agree to the Terms & Conditions of the Service which will be stated on screen and you will be prompted to enter your details which must match the information on your Certificate.
- You will be asked to confirm if the Certificate is in respect of a voluntary position or not.
- If your Certificate was in respect of a paid post you will be provided with a screen to complete to make payment of the annual fee of £13. If your Certificate was in respect of a voluntary post no subscription fee will be required.
- This concludes the subscription process. You will be supplied with a unique ID number which you must keep safe and not share with anyone. This will enable you to re-access your account at any time.

Who manages my subscription once it is set up?

You manage your subscription online. You will be able to check the Certificates you have registered with the service; add or remove subsequent Certificates; view those organisations who have used the service to check your Certificate; renew or cancel your subscription and update your details for example phone numbers; email address and payment details (if relevant).

If I lose my post-17th June 2013 Disclosure, how do I register?

The DBS have advised that they cannot issue a replacement Certificate so please keep your original Certificate safe and accessible. If you should lose your Certificate there will be no option but to commence a new Disclosure application.

Am I obligated to join this service?

No, this is an entirely optional service however there are real benefits to you by joining the Update Service. These are summarised below:

- Minimises the need for a new Disclosure for every role you wish to undertake with vulnerable groups across numerous organisations.
- You control the Certificates attached to your registration and you can withdraw consent for an organisation to be able to check the status of a Certificate should you cease to work for them.
- Helps reduce paperwork and time when the Church wishes to undertake a recheck programme as the Safeguarding Office will be able to check if the Disclosure previously obtained is still relevant and valid.

Can anyone check my Certificate?

Only those organisations for whom you work or apply to work with vulnerable groups in roles which qualify for an Enhanced Disclosure can check your Certificate online and only with your consent and after they have seen the original Certificate. The Church obtains your written consent within the Declaration on the Safeguarding Self Declaration.

Can I tell which organisations have checked my Certificate?

Your online registration account will provide a list of the organisations that have carried out an online status check of your Disclosure.

What if I want to withdraw my consent for the Church to be able to carry out a status check?

If you wish to withdraw your consent for the Church to check the status of your Certificate you should contact your Safeguarding Office who will either send you a Consent Withdrawal form to complete or take your verbal instruction, once they have confirmed your identity for Data Protection Act reasons, and complete the form on your behalf. If you intend to continue working with vulnerable groups in the Church and withdraw your consent, please note that the Safeguarding Office may require that you complete a new Disclosure application as part of any Disclosure recheck programme.

Does this service mean I will only ever need one Disclosure?

Potentially. If you obtain a Disclosure and seek to undertake the same kind of role (*meaning that the existing Disclosure is at the right level and with the appropriate check of any Barred Lists if you are in a Regulated Activity role*) working with the same workforce (i.e. Children or Adults) then one Disclosure may indeed be all that you require.

Conversely if you initially obtain a Disclosure for a voluntary role as Children's Liturgist and then seek to work as a paid Carer in a Care Home run by a Religious Order, then a new Disclosure would be required as the new role is working with a different workforce and in a paid capacity. Additionally in the event that the status check indicated that the Disclosure was subject to new information, the prospective employer/recruiting organisation would require a new Disclosure to assess the relevancy of any new criminal information.

Where can I obtain any more information regarding the Online Updating Service?

The DBS have produced an Applicant Guide which can be located on the DBS website www.gov.uk/dbs

If I have any questions concerning the Online Update Service and the benefits to me and/or the Church, who do I contact?

Please contact your Safeguarding Office or CSAS for further assistance.